

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Nurse
DEPARTMENT: Jail
WORK SCHEDULE: As Assigned
JOB CATEGORY:

DATE WRITTEN: December 2006
DATE REVISED:

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Nurse for the LaPorte County Jail, responsible for providing and coordinating nursing care services for Jail detainees.

DUTIES:

Sets up, dispenses, and administers prescribed medications and injections, and charts pertinent patient information.

Administers medical screening to detainees, determining through observation and questioning individuals' current conditions and medical histories, completes appropriate screening charts, and accepts or rejects individuals into the custody of the facility according to established criteria.

Arranges for doctor appointments for detainees, writes orders on detainee chart, and sets up medication and administers medical treatment as prescribed.

Maintains inventory and orders medical supplies, including surgical gloves, needles, syringes, scalpels, and various over the counter drugs. Verifies orders received and properly stores.

Regularly conducts TB and syphilis testing, monitors blood sugar levels, and orders and coordinates outside laboratory work or notifies physicians if detainee conditions warrant.

Provides emergency medical care as needed, and assists physician in administering medical treatments and performing minor surgeries as needed.

Maintains and files medical charts, logs, and screening sheets, ensuring proper storage and convenient retrieval.

Oversees and monitors detainees' medical condition, treatment and diet, and notifies appropriate individuals of special medical needs.

Occasionally consults with representatives of outside health agencies.

Authorizes payment of bills incurred by detainees for medical services performed by clinic and medications received from pharmacies.

Regularly serves on call on a rotation basis and responds to emergencies on a 24-hour basis and from off-duty status. Assists physicians on emergency sick calls.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Associates Degree in Nursing from a National League of Nursing approved school, or an equivalent combination of education and experience. Baccalaureate Degree in Nursing preferred.

Must be at least 18 years of age.

Ability to meet all hiring requirements, including passage of a drug test and licensure as a Licensed Practical Nurse (LPN) or Registered Nurse (RN) in the State of Indiana.

Possession of and ability to maintain possession of American Heart Association CPR certification.

Working knowledge of the theories, principles, and methods of the fields of nursing and nursing administration.

Knowledge of prescribed jail procedures and routines, and ability to assist detainees by administering medication and physical treatment.

Practical knowledge of area law enforcement demands, and ability to take authoritative actions as situations demand.

Knowledge of standard office and nursing procedures and ability to monitor detainee disorders and notify supervisor.

Ability to compile detainee information and prepare required reports, logs, and charts.

Ability to apply knowledge of people/locations, plan/layout assigned work projects, and perform arithmetic calculations.

Ability to properly operate standard medical office equipment, including computer, typewriter, calculator, copy machine, fax machine, telephone, oximeter, and gulfometer.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana State Department of Health, other public health agencies, hospitals and clinics, attorneys, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to testify in legal proceedings/court as required.

Ability to occasionally work extended hours.

Ability to serve on call on a rotation basis and respond to emergencies on a 24-hour basis and from off-duty status.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties which are broad in scope and involve the consideration of variables which must be interpreted to meet specific situations and problems. Work is performed according to well accepted nursing practices and guidelines, with judgment needed in selection of pertinent guidelines and adaptation of standard practices to fit conditions. Under emergency conditions, the incumbent must analyze quickly changing information for guidelines pertinent to the situation requiring response.

III. RESPONSIBILITY:

Incumbent applies the accepted principles and practices of professional nursing, following standard police procedures, physicians' orders, and state regulations and policies to individual situations and cases. Some independent judgment is needed in selecting applicable methods to take authoritative actions in response to situational demands. Work is checked for accuracy and soundness by supervisor.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Indiana State Department of Health, other public health agencies, hospitals and clinics, attorneys, and members of the general public for a variety of purposes, including coordination and rendering of medical care, proper maintenance of medical supplies and records, and enforcement of applicable laws.

Incumbent reports directly to the Jail Commander/Captain.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a correctional facility, including sitting/walking at will, standing/walking for long periods, exposure to infectious agents, lifting/carrying objects weighing between 25 to 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, driving, close/far vision, depth perception, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may be exposed to irate/hostile individuals and have to respond to situations involving potential physical harm to self and others. Safety precautions, including the use of protective gloves and masks, must be used at all times to avoid injury to self and others.

Incumbent occasionally works extended hours. Incumbent serves on call on a rotation basis and responds to emergencies on a 24-hour basis and from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Nurse for the LaPorte County Jail describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name