

Registered Professional Nurse (Per Diem) Tompkins County

Classification: Non-competitive

Labor Grade: White Collar Grade 15

Approved: 8/2021

Revised: 4/24

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

License and current registration to practice as a Registered Professional Nurse in New York State.

SPECIAL REQUIREMENTS:

1. All applicants must be in possession of a New York State Registered Professional Nurse's license and current registration at the time of application and maintain such license and registration for the duration of employment.

2. All applicants are required to possess a valid New York State Driver's at the time of application and maintain such license for the duration of employment.

FOR REGISTERED PROFESSIONAL NURSES WHO PERFORM IMMUNIZATIONS/TECHNICAL HANDS-ON NURSING (i.e., Health Department and Nurses in the Jail at this time):

3. All applicants must possess CPR certification (American Red Cross or American Heart Association) at the time of application and maintain such certification for the duration of employment.

4. All applicants must demonstrate completion of coursework or training in infection control approved by the NYS Department of Health and the NYS Education Department by providing a valid certificate at the time of application.

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS: This is professional nursing work involving responsibility for providing skilled nursing care requiring substantial specialized judgment in accordance with a prescribed nursing care plan. The work is performed under the general supervision of a supervisory level nurse or Public Health Nurse. In the Jail, general supervision is received from the Jail Physician for medical issues and from the jail Administrator for all administrative duties relating to the job. Supervision may be exercised over Licensed Practical Nurses, Hospital Aides and other subordinate staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assesses patient nursing care needs and prepares, implements and evaluates the nursing care plan;
- Acts as case manager;
- Acts as a team leader over auxiliary health care staff;
- Gives skilled nursing care and prescribed treatments to patients and teaches nursing care to patients and families;
- Identifies physical and emotional illness of patients through observation and analysis of records;
- Coordinates plans for care with nutritionists, social workers, physical therapists, physicians and other professional health workers concerned with individual and family health care;
- Counsels and guides individuals and families in the prevention of illness and the attainment of maximum health;
- Instructs patient or family members in regard to patient's diet, medications, health habits, the carrying out of treatments at home and rehabilitation measures;
- Maintains essential nursing care records and reports.

ADDITIONAL TYPICAL WORK ACTIVITIES AT THE TOMPKINS COUNTY JAIL:

- Performs skilled observations and assessments and develops inmate care plans;
- Performs critical decision making in response to frequent immediate, unexpected health and interpersonal situations;

- Gives skilled nursing care and prescribed treatments to inmates in the jail and demonstrates nursing care to inmates and teaches treatments, health practices, nutrition, medication and safety;
- Prepares all inmates medications in proper dosage and monitors the dispensing of medication, also monitors compliance with special medical orders;
- Maintains strict inventory control procedures on all medications, syringes and other medical equipment;
- Orders supplies as needed for the medical operations within the jail; Coordinates plans for service with medical professionals as needed;
- Participates in the conduct of surveys and studies related to health matters;
- Works with jail administration to update all procedures relating to inmate medical care;
- Organizes communicable disease testing and follow up in collaboration with the Health Department; Audits medical bills to ensure proper billing techniques.
- Maintains detailed inmate records relating to all medical issues and concerns for inmates;
- Coordinates with doctor and jail administrator for a monthly medical meeting to discuss inmate cases as needed.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of current professional nursing practices and techniques;
- Good knowledge of appropriate administration of various immunizations;
- Working knowledge of the relation of nursing techniques to medical and surgical practices;
- Working knowledge of medication, hospital dietetics, sanitation and personal hygiene;
- Working knowledge of community resources for continued care recommendations;
- Skills in the application of current nursing procedures and techniques;
- At the Jail – working knowledge of jail operations;
- Skill in the application of current nursing techniques;
- Ability to accept and utilize guidance from supervisory nursing staff;
- Ability to understand and carry out technical oral and written instructions;
- Ability to respond appropriately to emergency situations;
- Ability to get along with and communicate effectively with departmental staff, hospital staff, patients, clients, inmates and their families;
- Ability to supervise the work of health care staff;
- Ability to keep accurate records and make reports;
- Ability to make accurate observations;
- Ability to work independently;
- Emotional stability;
- Sympathetic attitude toward the sick
- The employee's physical condition shall be commensurate with the demands of the position.

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