

Jail Nurse Tompkins County

Department: Sheriff's Office
Classification: Competitive
Labor Grade: White Collar 15
Approved: CA083-92 11/17/92
Revised: 10/02; 01/03; 04/13; 6/17
By: AF, Commissioner of Personnel
BBP Risk Factor: At Risk

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in nursing **AND** one year of paid nursing experience in a hospital, diagnostic and treatment center, public health agency or correctional facility; **OR**
- (b) Graduation from a non-approved program with a Bachelors Degree in nursing, supplemented by content which can be equated to the approved program **AND** one year of paid nursing experience in a hospital, diagnostic and treatment center, public health agency or correctional facility; **OR**
- (c) RN with three years of paid nursing experience in a hospital, diagnostic and treatment center, public health agency or correctional facility.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

1. Must possess a valid New York State Registered Professional Nurses license and current registration at the time of application and maintain such license and registration for the duration of employment.
2. Must possess a valid New York State motor vehicle license at the time of application and maintain such license for the duration of employment.
3. Must possess current instructor certification for first aide, CPR and AED at the time of application and maintain such certification for the duration of employment.
4. Must provide documentation demonstrating completion of coursework or training in infection control procedures as approved by the New York State Department of Health at the time of application and maintain such certification for the duration of employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

NOTE: An original transcript must be submitted for this position.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional nursing position involving responsible for performing nursing activities in the assessment of health needs and development of plans of care for inmates of the jail. The jail nurse has responsibility for the initial implementation of nursing care plans, for the provision of nursing care and for the periodic re-evaluation of individual health needs for each inmate confined in the Tompkins County Jail. The employee will supervise nurses and nursing staff as needed by the department. General supervision is received from the Jail Physician and the Jail Administrator. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Performs skilled observations and assessments and develops nursing care plans for inmates;
- 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 demonstrated nursing care to inmates and teaches treatments, health practices, nutrition, medication and safety;
- Prepares all inmate medications in proper dosage and supervises Corrections Officers dispensing the medication and monitors staff compliance with special orders for prescribed treatments;
- Maintains strict inventory control procedures on all medications, syringes, medical equipment, and supplies on a monthly basis;
- Orders all supplies for the medical office in the jail;
- Maintains all Sheriff employee records relating to employee vaccination records;
- Attends and contributes to counties BBP policy annual meeting;
- Performs first aide, CPR and AED instruction for the Sheriff's Office;
- Provides case management requiring knowledge of family resources and community services; Coordinates plans for service with nutritionists, social workers, physical therapists, physicians, and other professional workers concerned with the inmate's care;
- Counsels and guides inmates and families towards self help in recognition and solution of physical, emotional and environmental health problems;
- Teaches classes relating to inmate health care, addresses groups, and participates in community planning related to nursing and health for the inmate population;
- Participates in the conduct of surveys and studies related to health matters;
- Participates in communicable disease testing and follow up;
- Maintain detailed inmate records and may be subpoenaed to testify to records in court; and
- Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of current nursing practices;
- Thorough knowledge of appropriate administration of various immunizations;
- Working knowledge of community resources;
- Skill in the application of current nursing procedures and techniques of patient care;
- Ability to maintain autonomy while working independently;
- Ability to plan and coordinate nursing care for inmates;
- Good understanding of the Corrections environment and chain of command;
- Ability to communicate effectively;
- Ability to establish and maintain cooperative working relationships;
- Ability to perform duties in accordance with the American Nurses Association Code for Professional Nurses, New York State Commission of Corrections minimum standards and the National Correctional Health Care Standards;
- Ability to accept and utilize guidance.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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