

## COUNTY OF SOLANO

### CORRECTIONAL HEALTH CARE NURSE (SUPERVISING)

#### **DEFINITION**

Plans, organizes, and directs nursing services in County detention facilities.

#### **CLASS CHARACTERISTICS**

This single position class is characterized by the responsibility for supervising professional and non-professional employees providing nursing care in a County detention facility. Judgment is required both in interpreting established policies, goals, and objectives, and in applying concepts, plans, and strategies that may deviate from traditional methods and practices. Incumbents recommend policies and procedures consistent with the goals, objectives, directives, and regulations that are developed by management staff. This class is distinguished from Nursing Manager-Institutional Services/Primary Care in that the latter has overall responsibility for planning, organizing, and supervising nursing services in all County Correctional facilities and the Primary Care Clinic.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from a management level class.

Provides supervision to professional, clinical, clerical, and support staff.

#### **EXAMPLES OF DUTIES** - *Duties may include but are not limited to the following:*

Supervises the work of nursing staff, medical assistants, pharmacy staff, laboratory staff, billing/records staff, or other personnel involved in provision of professional nursing care; supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring selections; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable laws, rules, regulations, standards, protocols, safety practices, policies, and procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations.

Develops work schedules to ensure adequate coverage at all sites on a twenty-four hour basis.

Supervises, coordinates, and provides program support; assists staff in making safe and appropriate decisions relating to patient care and unit operations.

Manages medical records and conducts chart review; reviews and verifies patient assessments.

Manages and coordinates pharmacy and laboratory operations and activities; reviews laboratory reports, verifies patient assessments, and provides to physicians.

Responds to inmate grievances.

Processes inmate transfers and completes related documentation.

Performs administrative tasks; provides budgetary input; develops policies and guidelines; prepares quality improvement reports to measure quality of services; develops forms to monitor/increase productivity; reviews/verifies employee timesheets.

Prepares, receives, completes, processes, and maintains a variety of forms, reports, correspondence, logs, and records.

Monitors inventory levels of departmental supplies; ensures availability of adequate materials to conduct work activities; monitors expiration dates of drugs and supplies; initiates requests/orders for new or replacement supplies/materials.

Attends meetings as needed.

Maintains a comprehensive, current knowledge of applicable laws, regulations, policies, and protocols; maintains an awareness of new methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Policies, procedures, and activities of the County and departmental practices as they pertain to the performance of duties; agency goals and purposes.

Laws, ordinances, standards, and regulations pertaining to the nursing environment.

Clinical nursing theory; accepted nursing techniques, practices and procedures.

Principles and practices of public health and education.

Medical terminology, instruments, and equipment.

Uses and effects of medicines and narcotics.

Routine medical/psychological assessment techniques; principles and techniques of medical screening; effective interviewing techniques.

Symptoms of minor illnesses and communicable diseases.

Emergency response practices and procedures.

Behavioral patterns of inmates and adolescent wards.

Methods of dealing effectively with manipulative and hostile behaviors.

Accurate charting practices.

Professional reference materials available in the assessment and treatment of patients.

Principles and practices of employee supervision and training.

Computers and software programs typically used in the position; computerized data collection, retrieval, and analysis.

**Skills to:**

Utilize basic office equipment; use a computer to gather and analyze data.

Utilize an ECG machine, blood pressure machine, pulse oximeter, centrifuge, and other specialized medical equipment and supplies typically associated with provision of nursing services.

**Ability to:**

Comprehend, interpret, explain, and apply a variety of complex laws, regulations, procedures, and other information related to provision of nursing services in a detention facility.

Understand program objectives in relation to departmental goals and procedures; evaluate program effectiveness.

Explain and communicate medical procedures, treatments, and medications to patients; provide general health and hygiene counseling.

Assist physicians.

Perform physical exams; assess physical/psychological condition; verify medical histories.

Apply first aid and CPR techniques.

Perform triage of patients for physicians, dentists, and psychiatrists.

Work in an institutional setting; interview inmates to secure medical history; maintain security while examining patients.

Learn and apply knowledge of institutional behaviors, rules, security precautions, and illegal drugs.

Deal with manipulative and anti-social personalities.

Draw blood and obtain urine and other lab specimens.

Order and maintain inventory of supplies and medication.

Supervise and lead the work of others engaged in the provision of nursing care; plan, supervise, instruct, train, and direct the work of subordinates; effectively delegate responsibility and authority to others; determine and evaluate levels of achievement and performance of subordinates.

Plan, organize, and prioritize daily assignments and work activities.

Determine the appropriate course of action and act effectively in emergency and stressful situations.

Prepare narrative, statistical, and medical reports; maintain accurate records and document actions taken.

Research regulations, procedures and/or technical reference materials; understand and use complex medical/nursing reference materials.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work, including those who have objectives counter to assigned role.

**Experience and Education/Training**

**Experience:**

Five (5) years of progressively responsible experience involving nursing care, adult medical services, institutional nursing services, and supervision.

**Education/Training:**

Bachelor's degree from an accredited college or university in Nursing is required, supplemented by training in management or supervision.

**SPECIAL REQUIREMENTS**

Possession of a valid Registered Nurse license issued by the California State Board of Registered Nursing is required.

Must possess and maintain valid CPR and First Aid certification.

**SUPPLEMENTAL INFORMATION**

Incumbents must be able to work in an institutional environment, which may include unpleasant working conditions.

As a condition of employment, selectees for employment may be required to sign a statement to agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.

Positions allocated to this class may require bilingual skills.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, smoke, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, water hazards, bright/dim light, toxic agents, disease, pathogenic substances, violence, animal/wildlife attacks, animal/human bites, explosives, firearms, or rude/irate customers.

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Director of Human Resources

**Established Date:** October 1989

**Revised Date:** November 2002

**BOS Date:** June 30, 2003

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