

COUNTY OF SOLANO

NURSING MANAGER

DEFINITION

Plans, organizes and provides for nursing services in the County's correctional facilities, and Primary Care Clinic; serves as a member of the department's management/supervisory team.

CLASS CHARACTERISTICS

This single position class is characterized by the responsibility for managing nursing services in the County's correctional institutions, and the Primary Care Clinic.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Department Director.

Provides supervision to nursing staff.

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

Plans, organizes and provides for nursing services in the County's correctional institutions and Primary Care Clinic; develops internal operational procedures and evaluates program effectiveness; prepares and monitors annual budget for Institutional Services, assists in preparation of annual budget for Primary Care Clinic.

Develops operational guidelines for monitoring/supplying pharmaceuticals in accordance with federal and state guidelines; provides for implementation of legislative change affecting nursing care of inmates; develops and maintains liaison with community resources and other health care agencies.

Supervises the work of personnel engaged in providing direct services to target population and program support staff; reviews work and provides technical assistance in complex and/or difficult situations; interprets and explains program policies and regulations to inmates, health care professionals and outside agencies; coordinates with Sheriff and Probation department in determination of nursing policy and procedures.

Provides consultation to physicians and other health care professionals in the department and the community to resolve patient care problems and establish/maintain external care options and community resources; coordinates with mental health professionals to ensure delivery of services; provides program interpretation to attorneys and other agencies; explains and interprets County policies and regulations affecting the provision of nursing care within specific program guidelines.

Prepares or directs the preparation of required statistical, technical and administrative reports; collects and analyzes financial and statistical data to ascertain and evaluate program effectiveness.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of nursing administration and clinic operations;

Primary care medicine and nursing; principles and practices of diagnosis and treatment of common medical problems.

Procedures and practices of health care program administration including record-keeping, program planning and evaluation; budgeting; psycho-social factors influencing individual health and behavior.

Family and patient counseling techniques; medical terminology, instruments and equipment; uses and effects of medicines and narcotics; the legal environment of institutional nursing.

Principles and practices of supervision, health care administration and public health services; organizational dynamics.

Techniques to promote inter-departmental/agency cooperation; health care programs and resources.

Program budgeting practices; cost containment practices as applied to nursing services public personnel administration and practices.

Skills to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Organize and manage a health care program involving inmates in the County's correctional facilities; design and implement program elements to meet program needs; analyze and evaluate program effectiveness.

Supervise professional and support staff; secure cooperation and teamwork among professional and/or support staff; plan and conduct effective in-service training for staff.

collaborate with physicians and other health care professionals on treatment plans; coordinate care and treatment with health care professionals and representatives of the criminal/juvenile justice systems; diagnose and treat common medical conditions under the direction of a physician; make appropriate referrals for medical services.

Establish and ensure compliance with nursing protocols, practices and procedures.

Communicate effectively with people of diverse socio-economic backgrounds and temperaments; maintain professional nurse-patient relationship; demonstrate tact, diplomacy, patience and compassion.

Understand and explain complex technical program regulations; interpret medical and nursing reference materials.

Prepare budgets and program plans.

Establish and maintain cooperative working relationships; maintain confidentiality of information.

QUALIFICATION GUIDELINES

Experience:

Five (5) years of clinical nursing experience in an institutional environment including

Education/Training:

A Bachelor's degree is required from an accredited college or university, preferably in nursing administration. A Master's of science degree preferred.

SPECIAL REQUIREMENTS

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

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Selectees for employment must as a condition of employment sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, 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 visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Incumbents must be able to work in an environment that may include exposure to communicable disease.

Director of Human Resources

Established Date: October 1989

Revised Date: February 2003

BOS Date: June 30, 2003

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