

Department: New River Valley Regional Jail Pay Grade: M14
 Medical

Reports To: Health Services Administrator FLSA Status: Exempt (Civilian)

Last Revised: 05/01/2017 Last Reviewed: 05/01/2017

GENERAL STATEMENT OF DUTIES

Responsible for the operational supervision of the licensed nursing staff, and all other medical services staff, including medication technicians. Directs and guides patient teaching and activities that commensurate with his/her education and demonstrated competencies.

ESSENTIAL JOB FUNCTIONS

The Director of Nursing is a professional administrator who manages and evaluates the personnel and operations in accordance with State and Local Regulations; ensures medical, dental, and mental health program activities are based upon goals, objectives, aims, and policies and procedures of the facility; and are compliant with State accreditation standards. The Director of Nursing reports directly to the Health Services Administrator and serves as the director of operations of the Healthcare Delivery Program.

- Oversees medical department when HSA is gone
- Manages and oversees the day-to-day clinical operations
- Makes and maintains the schedule to ensure coverage
- Fills in for staff when no one is available to work
- Participates in ongoing communication with HSA
- Assists with monthly medical staff meetings, Medical Audit Committee (MAC) meetings
- Works with HSA to handle issues with medical staff, and if needed, implement a corrective action process
- Assists HSA with interviews of new staff members
- Manages the new employee orientation program and ensures training programs are implemented and adequate
- Ensures that appropriate quality and infection control measures are in compliance with applicable oversight agencies such as OSHA, DOC, etc.
- Ensures clinical personnel function within the facility and policies and procedures
- Ensures that the intake process is adequate and commensurate with sound quality of care and contract parameters
- Monitors and manage provider and nursing sick call to ensure practices are compliant with policy
- Manages and monitors prisoners in restrictive housing and assures submission of a daily report of inmates medically assigned to restrictive housing
- Assists HSA in responding to medical grievances
- Responds to any facility administrative requests for information

- Assists HSA to ensure all accreditation for the medical department is met
- Assists HSA with monthly statistical reports
- Assists HSA with yearly review and update of policies/procedures/nursing protocol
- Assists HSA with yearly disaster drills
- Assures chronic care clinic appointments are completed
- Helps with payroll as needed
- Performs daily and weekly log book checks to ensure accuracy of all counts
- Assists HSA with six month and yearly evaluations
- Manages the dental exam and yearly physical list to ensure all are seen
- Performs or delegates monthly quality control reports
- Responsible for planning the 40-hour annual training requirements, and ensuring staff compliance
- Plans and delivers the monthly Continuing Education and training for staff
- Ensures staff compliance with the jail-specific training
- Ensures that standards are met for quarterly pharmacy inspections
- Oversees/conducts weekly narcotic and tool/sharps count checks (daily and bulk supplies)
- Performs daily or periodic audits of log books and daily count sheets
- Completes monthly staffing schedule
- Reports all critical/sentinel events as needed

POSITION REQUIREMENTS/PREFERENCES

Education	<p><u>Required:</u> Graduation from an accredited School of Nursing.</p> <p><u>Preferred:</u> A Bachelor's Degree in Nursing or related field</p>
Experience	<p><u>Required:</u> Delivery and administration of correctional medical, dental, and mental health care recommended. Sound decision-making skills are mandatory. Organizational experience in operations and planning required.</p>
Certifications/ Licenses	<p><u>Required:</u> Have and maintain current licensure as a Registered Nurse within the commonwealth. Must be able to obtain and maintain CPR certification.</p>
Knowledge, Skills and Abilities	<ul style="list-style-type: none">• Thorough knowledge of Virginia DOC standards related to healthcare• Thorough working knowledge of electronic medical record software• General knowledge of professional nursing principles and techniques used in the assessment, care and treatment of inmate patients.

- General knowledge of pathophysiology disease processes and application of treatment modalities as performed in the nursing care of inmate patients.
- General knowledge of the pharmacological process in the appropriate administration or delivery of medications used in the care and treatment of inmate patients.
- General knowledge of principles and procedures of infection control in a high risk environment to minimize the risk of the transmission of communicable diseases.
- General knowledge of principles of effective verbal, written and group communications to accurately and effectively communicate job related information.
- Comprehensive knowledge of medical terminology used in the assessment, care and treatment of inmate patients.
- Comprehensive knowledge of laws and regulations covering nursing practices as it relates to care and treatment of inmate patients.
- Ability to utilize medical and/or custodial personal protective equipment for the safety of oneself and others.
- Skill to provide inmate patient education to promote wellness and empower inmate patients to actively participate in health management.
- Interview, select and train employees
- Direct the work of employees
- Appraise employees productivity and efficiency for the purpose of recommending promotions or other changes in status
- Handle employee complaints
- Determine the techniques to be used
- Apportion the work among the employees
- Customarily and regularly direct the work of at least 2 or more full-time employees or their equivalent (1 full-time employee at 40 and 2 half-time employees at 20 hours each, are equivalent to 2 full-time employees).
- Suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees are given particular weight.

Additional Requirements

Must be a citizen of the United States and be twenty-one (21) years of age. Subject to a complete criminal history background search with acceptable results.

Supervisory Responsibilities

None.

OVERALL PHYSICAL STRENGTH DEMAND

ACTIVE

Works in a clean well-lit environment with fluctuating temperatures. Requires lifting and carrying equipment and supplies weighing up to 35 pounds; requires pushing and pulling equipment and supplies weighing up to 75 pounds; requires walking and standing; requires sitting; requires the ability to negotiate stairs; requires the ability to lift inmates in and out of bed, wheelchair, and/or stretcher; requires the ability to reach or bend frequently; requires visual acuity and manual dexterity to operate equipment and administer or dispense medications. Potential for exposure to blood and/or body substances and hazardous materials requiring observance of Standard Precautions and safe handling practices.

PHYSICAL DEMANDS

C = Continuously 5.5 to 8+ hours daily F = Frequently 2.5 to 5.5 hours daily O = Occasionally Up to 2.5 hours daily R = Rarely Less than 1 hour per week N = Never Never occurs

Code	Physical Demand	Code	Physical Demand
O	Standing	F	Sitting
O	Walking	R	Lifting
O	Carrying	R	Pushing/Pulling
F	Reaching	F	Handling
C	Fine Dexterity	R	Kneeling
O	Crouching	R	Crawling
O	Bending	R	Twisting
N	Climbing	R	Balancing
C	Vision (Correction Required: 20/40)	C	Hearing
F	Talking	R	Foot Controls (driving, operation of equip, etc.)

ENVIRONMENTAL FACTORS

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	R - Rarely	N = Never
Code	Health and Safety		Code	Environmental Factors	
R	Mechanical Hazards		R	Dirt and Dust	
R	Chemical Hazards		R	Extreme Temperatures	
R	Electrical Hazards		R	Noise and Vibration	
R	Fire Hazards		R	Fumes and Odors	
	Explosives		R	Wetness/Humidity	
O	Communicable Diseases		R	Darkness or Poor Lighting	
O	Physical Danger or Abuse				

PRIMARY WORK LOCATION

Jail Environment

MACHINES, TOOLS, EQUIPMENT, WORK AIDS

Operates a variety of medical equipment as well as general office equipment

PROTECTIVE EQUIPMENT REQUIRED

Standard PPE related to exposure to blood and/or body substances and hazardous materials requiring observance of Standard Precautions and safe handling practices