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| Department:  | New River Valley Regional Jail Medical  | Pay Grade: M14  |  |
| Reports To:  | Health Services Administrator | FLSA Status: Exempt (Civilian) |  |
| Last Revised: | 05/01/2017 | Last Reviewed: 05/01/2017 |  |

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| **GENERAL STATEMENT OF DUTIES** |
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| 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.

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| **ESSENTIAL JOB FUNCTIONS** |
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| 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
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| **POSITION REQUIREMENTS/PREFERENCES** |
| Education | Required: Graduation from an accredited School of Nursing.

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Preferred: A Bachelor’s Degree in Nursing or related field |
| Experience | Required: 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.  |
| Certifications/ Licenses | Required: Have and maintain current licensure as a Registered Nurse within the Commonwealth of Virginia. Must be able to obtain and maintain CPR certification.  |
| Knowledge, Skills and Abilities | * Thorough knowledge of Virginia DOC and ACA/NCCHC standards related to inmate 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.
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| 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 | Multiple nursing and civilian staff. |
| **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 = Continuously5.5 to 8+ hours daily | F = Frequently2.5 to 5.5 hours daily | O = OccasionallyUp to 2.5 hours daily | R = RarelyLess than 1 hour per week | N = NeverNever 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.) |

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| **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 |  |  |

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| **PRIMARY WORK LOCATION**  |
| Jail Environment  |

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| **MACHINES, TOOLS, EQUIPMENT, WORK AIDS** |
| Operates a variety of medical equipment as well as general office equipment  |

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| **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 |