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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** |
| |  |  | | --- | --- | | 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 | |  |  | |

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| **POSITION REQUIREMENTS/PREFERENCES** | | | | | | | | | |
| Education | | | | Required: Graduation from an accredited School of Nursing.   |  | | --- | |  |   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. | | | | | |
| 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 = 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.) | | |

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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 |