

**Class Title:** Corrections Nurse Lead  
**Department:** Sheriff  
**FLSA:** Non-Exempt

**Class Code:** 7730  
**Grade:** 26  
**Eff. Date:** 7/13/1998  
**Revised:** 08/03/2021

### **GENERAL PURPOSE**

Under the general supervision of the Jail Health Services Administrator, provides direct and indirect patient care to inmates as well as oversees nursing staff in the medical unit of the Davis County Jail.

### **EXAMPLE OF DUTIES**

Works as an area lead over a crew of nurses in the county jail/corrections facilities. Oversees nursing staff in conjunction with the Health Services Administrator. Assists with interviewing and hiring; scheduling; training of existing and new staff; assigning and reviewing working goals and performance; monitoring quality and compliance; and reviewing, writing, and updating policies and procedures.

Fills regular nursing shifts. Works and maintains eligibility to work all shifts, including evenings, nights, weekends, and holidays, whether assigned or on an as needed or on-call basis.

Works with and around inmates, overseeing and ensuring that the healthcare provided in the jail meets all applicable professional standards for healthcare. Performs all duties consistent with the guidelines of the Utah Nurse Practice Act and its associated rules.

Assists the Doctor on duty when visiting inmates; consults with physician and other nursing staff on medical matters. Evaluates physical, social and emotional health needs; conducts physical examinations and laboratory tests; develops treatment plans for patients.

Obtains inmates' medical history; prepares and distributes prescribed daily medications; follows up to determine effects of medication; provides treatment for minor ailments not requiring prescription or physician review.

Prepares and reviews medical charts; records treatments; insures confidentiality of inmate medical records. Assists in monitoring the quality of all medical emergency responses and unexpected medical outcomes within the facility.

Evaluates nutritional adequacy and necessary dietary requirements; evaluates dental requests; sets up required dental appointments; counsels and evaluates minor emotional emergencies; involves mental health counselors and crisis workers as needed.

Ensures patient care follows Davis County Jail policies and procedures and community standards for nursing practice. Addresses and resolves any observed deficiencies in clinical skills or violations of the Nurse Practice Act.

Assists with planning, development and implementation of nurse triage protocols, training modules, policies and procedures, and nursing staff skills assessment sessions.

Trains nursing staff and fellow correctional officers in current medical procedures and treatments;

conducts group and individual treatment and patient education sessions; instructs staff and inmates of health hazards.

Serves as a resource for the arresting agencies and as a point of contact between nursing staff and the healthcare providers and correctional officers.

Assists the Health Services Administrator with billing by ensuring all charges are accurate and working to update or correct billing issues as quickly as possible.

Participates and aids other agencies in coordinating and facilitating medical related transfers to other facilities, changes in living quarters, or releases.

Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

Graduation from an accredited college or university with a Registered Nurse degree plus three (3) years of nursing experience.

**2. Special Qualifications:**

Must pass a Davis County Sheriff's Office background investigation.

Must be licensed as a registered nurse in Utah.

Must be 21 years of age.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

**3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** modern methods, theory, principles, and practices used in nursing, nursing management, medications, dosage and side effects; abnormal human behavior; human anatomy and physiology, effects of drug and alcohol misuse and symptoms of withdrawal, nutrition, psychiatric theory and practice, epidemiology and communicable disease control and treatment sanitation, OB/GYN, oncology, geriatrics, orthopedics, psychology, dermatology, neurology, pharmacology, sexually transmitted infections, surgical interventions, emergency evaluations and care.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** set priorities and make judgements regarding case load; recognize community health



## CLASS SPECIFICATION

needs and concerns of patients; maintain constructive health care relationships; use sensory perceptions of seeing, hearing, and smelling to be alert and aware of surroundings at all times, and to detect and discern emergency and/or threatening situations; identify dangers involved with handling inmates; adjust and cope with emergency situations; respond to medical emergencies in the jail and administer emergency medical care; interact with inmates on a daily basis; restrain and calm unruly inmates; work in a secure facility and follow all jail security procedures and practices; follow written and oral instructions; communicate effectively (orally and in writing).

### WORKING CONDITIONS

Work rotating day and swing shifts, holidays, and weekends; lift, carry and otherwise move objects weighing up to 35 lbs.; rapidly walk and/or run for emergency response calls.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

#### Approval Information

Date:	08/03/2021
Department Approval:	Sabrina Harman
HR Generalist Approval:	Nathalia Cornell
Classification Approval:	Ric Higbee