



CLASS SPECIFICATION

Class Title: Registered Nurse - Jail
Department: Sheriff
FLSA: Non-Exempt

Class Code: 725
Grade: 24
Eff. Date: 4/1/88
Revised: 01/04/21

GENERAL PURPOSE

Under the general supervision of the Health Services Administrator, Jail Administrator, or the attending physician, performs working level professional nursing services for inmates housed in the Davis County Jail.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

- Provides general health care to inmates in detention;
- Administers treatments and medicines to patients as prescribed and supervised by the Medical Authority;
- Assists physician and mid-level providers at sick call in performing examinations, taking histories, following up on all orders given, and setting up medications;
- Maintains treatment records, making note of all medications given, doctor visits and related activities;
- Monitors, stores and controls medications and medical supplies according to established procedures;
- Ensures that prescribed medications are administered correctly and as ordered using the formulary. Applies knowledge of drugs and therapeutics in dispensing medication;
- Schedules hospital/clinic appointments when appropriate;
- Observes the physical condition and behavior of inmates to insure maximum health care is provided;
- Makes observation rounds on patients, and records in progress notes. Evaluates symptoms, reactions, and progress of patients on periodic basis, charts, and reports problems to management;
- Assists the Health Services Administrator to establish procedures to eliminate the spread of contagious diseases to promote infection control;
- Coordinates dental activities to include inmate dental history forms, dental appointments and follow up of dental orders and care needed;
- Reviews all medical intake information and assesses who needs to be seen sooner than routine sick call and helps get correct medications ordered;
- Prepares medication renewal orders for the physician and mid-level providers to sign;
- 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;
- Schedules inmates with mental problems to see mental health therapists and prepares necessary records;

- Coordinates orders from the physician's assistant and the physician with the pharmacist;
- Coordinates special medical and transport orders with the security and dietary staff;
- May operate a motor vehicle.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited nursing college or university with a minimum of an Associate's Degree in nursing. Preference will be given to applicants with a Bachelor's degree in nursing.

Preference will be given to applicants with one or more years of experience in ER/Trauma nursing, corrections nursing, or with a paramedic or EMT background.

2. Special Qualifications:

Must possess and maintain a State of Utah Registered Nurse license.

Possess and maintain an active CPR certification

Must pass the Davis County Sheriff's Office background investigation. As part of the background investigation, the DCSO requests that all applicants submit to a pre-employment eye detect examination.

Must be at least 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:

Working knowledge of: general nursing theory and practices; medications, dosage, and side effects; normal and abnormal behavior; departmental policy, procedures and practices.

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.



CLASS SPECIFICATION

Ability to: provide skilled nursing care; set priorities and make judgments regarding case load; recognize community health needs and concerns of patients, and to 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 unruly inmates; work in a secure facility and follow all jail security procedures and practices; work rotating day and swing shifts, holidays, and weekends; lift, carry and otherwise move objects weighing up to 35 lbs.; follow written and oral instructions; communicate effectively (orally and in writing).