

## **Position Summary**

The Ravalli County Sheriff's Office is now accepting applications for a Part-time Corrections Registered Nurse Position (12 hours per week) in the Ravalli County Detention Center.

Wage and Benefits:

**Starting wage: \$33.00**

**Benefits will be prorated to include:**

**Vacation and Sick time earned monthly**

**Longevity pay increases yearly (1%)**

**10 paid holidays with premium holidays paid at time and half (prorated)**

## **MINIMUM REQUIREMENTS:**

**An applicant:**

- Be a United States citizen.
- Be a resident of Montana, or become a resident within ninety [90] days of employment.
- Possess a valid Montana Driver's License or able to obtain a valid Montana Driver's License within ninety (90) days of employment.
- Minimum of an Associate Degree in Nursing from an accredited School of Professional Nursing
- Certification at a minimum as a Registered Nurse (RN)
- Licensure granted by Montana State Board of Nursing or equivalent.
- Preferred to have a minimum of two (2) years of Clinical Nurse related experience
- Preferred to have a minimum of 1 year Correction Medicine experience.
- Possess a Basic Life Support / CPR Card
- Free from illegal drug use, or legal drugs that impair mental or physical performance.
- Be fingerprinted and a search made of the local, state, and national fingerprint files to disclose any criminal record.
- Not have been convicted of a crime for which the person could have been imprisoned in a federal or state penitentiary.
- Pass a background investigation in accordance with Ravalli County Sheriff's Office procedure.
- Complete a personnel evaluation profile (PEP).
- Successfully completing pre-employment drug testing.
- Successfully complete an interview panel process conducted by the Ravalli County Sheriff's Office to demonstrate the possession of communication skills, temperament, motivation, and other characteristics necessary to the accomplishment of the duties and functions of a Correction Nurse.
- Successfully complete a one year probation period, which includes passing the applicable divisional training program.

## **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

*The following duties are typical for a Registered Nurse. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address Sheriff's Office needs and office changing practices.*

### GENERAL DUTIES

1. Attend and participates in committees as required.
2. Participates in professional development activities and maintains professional affiliations.
3. Communicate clearly and effectively with staff. Establishes and maintain effective work relationships with inmates, staff and the public.
4. Covers nursing absences or vacancies when required.
5. Evaluates incoming inmates for fitness for incarceration. Responsible for the medication and inmate medical records, to include:
  - A. Proper implementation of physician's orders or prescriptions.

### NURSING DUTIES

1. Responsible for answering inmate medical kites and determining if the presenting problem will be triaged in the clinic.
2. Performs nursing assessments and evaluations, follow-up consultation and health education without undue delay.
3. Coordinates appropriate lab and diagnostic procedures as ordered by the medical provider. Schedules any outside physician appointments and coordinates transports with security staff.
4. Completes appropriate paperwork.
5. Refers outside physician orders to Medical Provider.
6. Works closely with mental health providers to provide appropriate medical services.
7. Respond to medical emergencies.
8. Obtains patient histories and develops patient care treatment plans.
9. Administers medication passes. Instructs inmate regarding medication use and treatment of illness.
10. Interview and advises inmates and staff regarding health and illness prevention. Utilize community resources to teach, provide follow up care as appropriate, and provide other support services. Provides consultation for communicable diseases.
11. Administers immunizations to inmates and staff.
12. Practices safety, environmental and/or infection control methods.
13. Maintains confidentiality in regards to inmates following all HIPAA guidelines.
14. Perform venipunctures and handle lab specimens.
15. Set up medications for administration and ensure accuracy of medication delivered.
16. Participate in ordering of medications.
17. Ensure accuracy of Medication Administration Record.
18. Maintain clinic and stock room clean neat and orderly.
19. Order stock items when necessary and prior to depletion.
20. Review and act on items on the clinic schedule and assure it is accurate and up to date.
21. Assess incoming inmates for fitness for incarceration when applicable during shift.

### RECORDS

1. Maintains and reviews inmate medical/dental records in accordance with required medical/dental guidelines.
2. Stores records in locked file room as required by HIPAA and in folders consistent with medical practice.

## OPERATIONS

1. Informs supervisor and or security staff of critical information that may affect safety/security or care of the facility.
2. Keeps the Medical Provider and supervisor informed at all times of relevant information.
3. Complies with all Ravalli County, Sheriff's Office and Detention Center policies, procedures and rules and provides documentation as required.

## ACCOUNTABILITY

This position is accountable for provision of direct services and carrying out standardized practices and procedures to a wide variety of problems or situations. Work may often require the incumbent to interpret and apply rules, regulations and policies to situations that may be without specific protocols, and require individual professional judgment to determine the appropriate health services required. This requires professional judgment to determine the appropriate action to be taken. Confidentiality is maintained in all written and oral communications, in accordance with the Health Information Portability and Accountability Act.

## INDEPENDENCE OF ACTION

This position works independently and works collaboratively as needed with other agencies, health care providers, detention staff and the supervisor as appropriate. The nature of the work gives significant responsibility to the incumbent for planning and organizing the work, resolving conflicts and determining methods and approaches most suited for achieving the objectives.

## PERSONAL CONTACTS

Communication occurs both within and outside the work unit and includes contacts with mental health providers, outside medical health providers, Department of Corrections, nursing staff, inmates, detention officers, Law Enforcement, Health Officer, family members and or friends. The contacts are typically to provide direct services or communication regarding medical care and concerns.

## OTHER DUTIES AS ASSIGNED

Performs a variety of other duties as assigned by the Detention Center Lieutenant. If the County Commission proclaims a local emergency due to an actual or threatened disaster such as an earthquake, fire, riot, flood, etc., County employees may be required to provide services during the emergency and for a subsequent period of assessment and recovery.

## **Work Environment/Physical Demands**

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stresses, which require a range of safety and other precautions. Work is performed in situations and environments that provide opportunities for exposure to AIDS, other blood-borne pathogens, communicable diseases, toxic substances, medicinal preparations, and other conditions common to a clinic environment. At times the incumbent would be required to handle contentious situations in a professional manner.

The work requires moderate physical effort or exertion when carrying medical equipment. In performing the duties of this position, physical requirements include the ability to sit, stand, walk, reach, bend, manipulate folders, papers, operate equipment, and lift up to 50 pounds.