

Job Description
Position: Registered Nurse
Status: Full-Time
Department: Corrections
Reports to: Correctional Health Care Supervisor



WEST SIDE HEALTH CARE DISTRICT – WEST SIDE CORRECTIONAL HEALTH

BASIC FUNCTION: \$55-\$65 per hour

The Registered Nurse is a Full-Time position and is responsible for providing inmate health care and related duties in the Taft Modified Community Correctional Facility (MCCF) in accordance and assuring compliance with the contract between the West Side Health Care District and the City of Taft for its operation of the Prison Medical Unit.

Performs professional nursing care of patients and health care related services, including education on prevention and control of communicable diseases and sexually transmitted diseases, epidemiological investigations, teaching inmates and staff prevention of the spread of infection; implements infectious disease control procedures; assists with the development of policies and procedures on infectious disease issues; keeps records and prepares reports and performs a variety of other duties and responsibilities related to the health care of inmates.

The Registered Nurse is expected to demonstrate professional competence while working as a team member and exercises independent judgment in a variety of confidential and sensitive areas, including HIPPA compliance and performs other job-related work as required. The Medical Unit of the MCCF is available to the inmates/patients on a 24-hour basis, 365 days a year.

SUPERVISES:

None

HOURS OF OPERATION:

24 Hours, 365 day per year, 7 days per week including weekends and holidays.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Perform professional nursing care which includes assessment, triage, treatment, and evaluation of patients. Care is initiated based on patients' condition at triage and risk factors based on age, health problems and social factors
- Must have the ability to follow guidelines including doctors' orders, standards of care, nursing policies and procedures manuals
- Perform daily sick call utilizing Standardized Procedures
- Administer medications under the providers' orders, including Keep On Person (KOPs) medications
- Medically clear detainees for booking into the facility
- Respond to medical emergencies
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and provides effective conflict resolution, as needed
- Attends meetings and training and conferences; interacts with outside agencies and commissions;

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WEST SIDE HEALTH CARE DISTRICT – WEST SIDE CORRECTIONAL HEALTH participates in teams, or committees, or associations, as needed.

- Assists with the coordination of inmate care with Dental, Behavioral Health and other health care providers
- Keeps dental, behavioral health and other health care provider records for patients and monitors patient charts for accuracy and compliance.
- Monitors inventory, including state regulated compliance logs
- Sterilizes and cares for instruments and equipment
- Monitoring of sterilization logs
- Organizes and maintains Medical Supply Room, including crash cart
- Monitors tool count logs as mandated by policy and requirements in a correctional facility
- Ensures that all chemical/medication labeling and storage meets all requirements
- Performs daily, weekly, monthly and annual inventory
- Maintain a variety of work-related files and records
- Prepare, process, and file a variety of reports and correspondence
- Ensure compliance with laws and regulations governing nursing and health care practices; including HIPAA, ACA, NCCHC and PREA.
- Support physician and mid-level providers to enable professional patient care and the required documentation that supports patient care activities
- May participate in Quality Management and Emergency Response Programs
- Coordinate and ensure continuity of care with other health care providers
- Coordinate and collaborate with correctional facility management staff and security officers to insure a safe and professional environment for staff and patients
- Personally perform proper cleaning of inmate health care areas and common areas in the medical unit and/or oversee cleaning and ensure appropriate cleaning by inmates/porters
- Ensures all health care related equipment and supplies including pharmaceuticals and over the counter medications are appropriately stocked and available
- Other duties as assigned by the Correctional Health Care Supervisor

KNOWLEDGE AND ABILITIES:

Knowledge of:

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- Nursing principles and techniques; disease processes, administration of medication; concepts and procedures of infection control and the prevention and management of communicable diseases
- Medical, Dental and Behavioral Health Terminology
- Principles, methods, and procedures of nursing as applied in correctional health practice and of preventive medicine
- Causes, transmission, and methods of control of communicable diseases, including tuberculosis and hepatitis, and sexually transmitted diseases including AIDS
- Essential diagnostic and therapeutic problems involved in the control of communicable diseases and sexually transmitted diseases
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, and other needed specialized software applications, and internet and electronic communication usage and methods
- Principles of effective public speaking, conflict resolution and excellent customer service
- Inmate health care record keeping and compliance
- Principles and purposes of correctional health programs
- Socioeconomic problems of inmate population including the disabled
- Long-term effects of chronic diseases
- Principles of mental and dental health and potential impacts in the correctional setting

Ability to:

- Read, interpret, apply and ensure compliance with laws, codes, and regulations related to inmate health care.
- Understand and relate to inmates as patients in a correctional environment as well as possess the skills and abilities provide personal nursing care
- Develop and write clear and concise reports
- Communicate effectively orally and in writing
- Understand and effectively communicate regulations, laws, codes and policies
- Work with and control sensitive and confidential information
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work
- Reason, communicate, and persuade clearly, concisely, and effectively through speech, written reports, and

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graphic illustrations

- Work effectively with staff, and inmates in satisfactory solution of health programs
- Work autonomously and in collaboration with other health professionals
- Establish and maintain cooperative relations with other agencies and health care providers
- Analyze situations accurately and effectively resolve issues
- Respond to Medical Emergencies

DESIRED MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the District.

EDUCATION AND EXPERIENCE:

Must be licensed as a Registered Nurse (R.N.) in California. Experience in a Correctional Health Care facility is beneficial. Must maintain valid BLS and ACLS certification.

A Bachelor of Science or Master's Degree in nursing is desirable

Must obtain and maintain a facility security clearance throughout the course of employment

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in a secured health care setting inside the Taft Modified Community Correctional Facility

While performing the duties of this job, the employee is required to stand or sit; walk; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. Must be able to see, talk with and hear inmates and other employees. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job including responding to medical emergencies without compromising their health and well-being or that of their fellow employees or inmates.

****The statements herein are intended to describe the general nature and levels of work performed by employees, but are not the complete list of responsibilities, duties, and skills, required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.**

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_____ **Date** _____
Employee

_____ **Date** _____
Witness

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