

**INGHAM COUNTY
JOB DESCRIPTION**

REGISTERED HEAD NURSE-JAIL

General Summary

Under the supervision of the Corrections Administrator, with direction provided by the physician, oversees the management of inmate health care. Coordinates medical department issues with other disciplines within the jail facility. Performs physical assessments of the inmate population. Oversees compliance to accreditation standards for health care of the jail. Provides direction and oversight to the assigned nursing staff.

Essential Functions

1. Assesses inmates for medical complaints and needs. Conducts interview of inmates and performs physical assessments.
2. Assists the physician with sick call. Sets up clinic, checks in patients, assesses vital signs and performs nursing procedures including drawing blood.
3. Calls community providers regarding continuing health care concerns for the inmate population. Receives and carries out verbal orders for medications, tests, and required follow-ups.
4. Schedules health care appointments for inmates with outside providers as ordered by the physician or as requested by outside providers.
5. Prepares and maintains National Commission on Correctional Health Care Accreditation. Ensures that appropriate measures are taken to maintain compliance with required standards.
6. Fills prescriptions from the jail's medication room. Maintains the medical supplies inventory and orders pharmaceuticals as needed or directed.
7. Provides direction and oversight to assigned nursing staff. Leads monthly staff meetings and prepares and documents staff and quality improvement efforts.
8. Oversees the preparation and maintenance of medical files for inmates. Closes files of released inmates. Prepares copies of medical files for outside providers as instructed.
9. Participates in monthly environmental, health and safety inspections of the jail. Submits written reports including noting areas of concern.
10. Prepares dental appointments for the weekly dental clinic.

11. Performs all of the essential job functions listed for the Jail Nurse.

Other Functions

12. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: Completion of the curriculum as a Licensed Registered Nurse.

Experience: Two years of experience as a Jail Nurse or equivalent.

Other Requirements: Licensed as a Registered Nurse in the State of Michigan.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Stooping and bending to conduct physicals, stock and retrieve supplies and other functions.

Ability to access medical and other office files.

Ability to enter and access information using a computer.

Ability to lift patient in emergency situations.

Ability to lift and carry supplies weighing up to 20 lbs.

Ability to access all areas of the jail including climbing stairs.

Working Conditions:

Works in clinic and office conditions.

Exposure to sharp needles and other equipment.

Regular exposure to inmates, who may be otherwise unsupervised in clinical setting.

Exposure to communicable diseases, blood and other bodily fluids.