

## **COLUMBIA COUNTY JAIL NURSE**

### **POSITION DESCRIPTION**

#### **I. Position Summary.**

This is a Nursing position with the Health Care Service Unit in the Columbia County Sheriff's Office. The employee in this position reports to the Health Care Services Administrator or his/her designee for the Columbia County Jail Health Care Services. This is a full-time-position.

#### **II. Essential Duties and Responsibilities.**

1. Ensures that patients' physical/mental/psychological status is assessed
2. Ensures that a care plan is developed based on the assessment
3. Ensures the implementation of the care plan
4. Provide direct nursing care as necessary
5. Gathers data and ensures that the effectiveness of interventions is evaluated.
6. Contributes to the revision of the care plan based on evaluation. Initiates physician-approved protocols for emergency care.
7. Makes appropriate referrals for medical, dental, optical, and mental health needs
8. Manages the coordination of services with other health or social service providers
9. Communicates written health care orders to other personnel involved with patients' care
10. Participates in continuing education programs
11. Manages medical records for the Columbia County Jail Health Care Services
12. Completes all required records
13. Manage and verify all health care appointments
14. Pick up prescriptions when needed
15. Collect all lab work and take to appropriate lab for processing
16. Manage the completion of required health care summary sheets
17. Copy medical records for transfers and requests by other health care facilities requesting records for inmates, attorneys representing clients, social services offices calling for records for inmates applying for medical assistance or disability
18. DNA collection in the Columbia County Jail when needed
19. Weekly billing of inmates for stock medications used
20. Assist with pre-employment physicals
21. Provide annual TB skin testing for employees
22. Provide annual flu shots for employees
23. Collect urine specimens for drug testing when ordered for Sheriff's Office staff
24. Assist with providing in-service to staff
25. Tuberculin skin testing of inmates

#### **III. Non-Essential Duties.**

1. Perform related functions as assigned
2. Recommend to the HCSU Administrator the equipment and supply needs of the Department.

#### **IV. Physical Requirements**

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing, and walking
2. Visual acuity
3. Ability to hear normal conversation
4. Ability to communicate in a clear manner
5. Good manual dexterity of hands and fingers

6. Able to lift/carry/push/pull at least 40 pounds
7. Ability to operate the following job-related equipment:
 

General Office Equipment	Motorized Vehicle
Personal Protective Equipment	Police Communications System
Medical Equipment	Fire Extinguisher
Miscellaneous Supplies & Equipment as needed for patient care	

**V. Licenses and Certifications and Special Requirements**

1. Minimum of a Registered Nurse (RN) license valid in the State of Wisconsin
2. Current CPR certification
3. Valid Wisconsin Driver's License
4. Must be bondable
5. Drug test required per Department policy
6. Required to maintain and wear Department issued uniform
7. An associate or applied science degree, or its equivalent
8. Certification as Certified Correctional Health Care Professional preferred but not required
9. Must maintain all licenses and certifications.

**VI. Knowledge, Skills and Abilities**

1. Ability to communicate with inmates
2. Understanding of radio/telephone communications
3. Ability to maintain records in a neat and orderly manner
4. Ability to work on a daily basis on data processing/personal computer terminal
5. Ability to organize reports, forms, and records
6. Ability to maintain effective working relationships with co-workers and with the general public
7. Ability to exercise independent judgment and work with minimal supervision

**VII. Education and Experience**

1. RN degree or a graduate of a 2, 3, or 4 year National League of Nursing approved School of Nursing

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated in this description.