



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Nursing Supervisor</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u>
	(Please check one)	
<b>REPORTS TO:</b> <u>Captain</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Corrections</u>	<b>JOB CODE:</b> 206	

### **DEFINITIONS:**

With limited supervision, responsible for patient assessment and treatment, supervisory and administrative duties, developing and implementing protocols and clinic upkeep.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Orders, sets up, and dispenses prescription medications to inmates; collects blood, urine, fecal, sputum, throat, eye, ear, and nose, and genitourethral and rectal specimens; removes sutures; performs physical examinations; facilitates treatment for HIV inmates; conducts testing for antibiotic sensitivity, hematologic, immunologic and skin tests; performs microscopic examinations; prepares cultures.

Evaluates inmate injuries incurred during physical disturbances, sports and accidents; evaluates and treats acute anaphylaxis and/or severe allergic reactions; performs initial psychiatric evaluations of suicidal ideations and anxiety disorders.

Evaluates and treats hearing loss and other ear-related problems; eye injuries and other eye disorders; dermatologic disorders and bacterial infections of the skin, including superficial fungal and viral; evaluates and treats disorders of hair follicles and sebaceous glands; diagnoses and treats psoriasis, ichthyosis, keratosis pilaris, corns, spider bites and burns.

With limited supervision, evaluates and treats inmate medical conditions, coordinates and maintains records of outside medical treatment, treats and coordinates treatment of

emergency medical conditions, administers medications in accordance with prescriptions, and tracks pre-existing medical conditions to ensure inmate safety.

Supervisory responsibilities include attending department head meetings, developing and implementing medical treatment protocols, supervising three nurses and an office specialist, staffing, scheduling, evaluating work performance, fielding employee concerns/complaints, reviewing and submitting bi-monthly timesheets, processing vacation/leave of absence requests, working closely with the Medical Director regarding patient care and follow up, regular supply ordering for the clinic, overseeing department budget for supplies, pharmaceuticals, laboratory bills and miscellaneous medical bills, monthly statistics on outcomes, pharmacy costs, overall medical expenses, maintaining communication with frequently used vendors, researching and ordering medical equipments and coordinating needed/beneficial training for medical staff, responsible for reviewing and resolving patient complaints / grievances and responsible for being on call at all times in order to be available to my staff even on scheduled days off from work.

**KNOWLEDGE AND SKILLS:**

1. Expertise in assessing, evaluating, diagnosing and treating patients under protocol.
2. Must be mentally strong as the patient population is abusive and manipulative, must be able to take decisions quickly and confidently, must be able to be firm, fair and consistent with each patient. Must be able to defend in case of altercation as most times the nurses see the inmates with no officer to stand by.
3. Some patient lifting is necessary.
4. Experience with equipment required. So Must have knowledge and ability to use Stethoscope, ophthalmoscope, otoscope, ekg machine, urinalysis chemical strips.
5. Must be able to perform phlebotomy, datascope.
6. Must be a computer literate for charting data and researching on the internet.
7. Must be excellent communications/ phone skills, must be able to use a fax machine.

**MINIMUM QUALIFICATIONS:**

College degree, successful completion of a nursing program from an accredited school, successful completion of a state board test in order to become a registered nurse. Must be experienced in general internal medicine and care.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)