



## BOONE COUNTY JOB DESCRIPTION

**JOB TITLE:** Licensed Practical Nurse      **NEW:** X      **REVISED:**         
(Please check one)

**REPORTS TO:** Registered Nurse      **FLSA:** Non-Exempt      **DATE:** 01/16

**DEPARTMENT:** Corrections      **JOB CODE:** 500

**DEFINITIONS:**

This position provides nursing duties for the inmates at the Detention Facility in the Corrections Department. Performs related duties as assigned.

**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.

Treats dental and oral disorders, including tooth decay, abscesses, gingivitis, periodontitis, tooth decay and infection, postextraction problems, jaw fractions and dislocated mandible.

Treats strains, sprains and fractures, bacterial diseases; tests and treats non-active tuberculosis; sexually transmitted diseases, gastrointestinal disorders, neurological disorders.

Performs exams for women's health concerns, such as breast exams, gynecologic exams and treats infections; diagnoses diabetes and treats with proper medication; makes nutritional evaluation; performs physical examinations on prenatal patients; performs laboratory work, takes patient history, gives client education, evaluates common problems in pregnancy, such as, heartburn, vaginal symptoms, urinary systems, constipation, hemorrhoids, anemia, nausea/vomiting, headaches, and upper respiratory infections.

**KNOWLEDGE AND SKILLS**

1. Good knowledge of the policies and procedures of the Boone County Detention Facility.
2. Good knowledge of Missouri state requirements for medical treatment within correctional facilities.
3. Good Knowledge of Boone County policies and practices.
4. Skill in determining appropriate response to a broad range of medical conditions in urgent care and emergency situations.
5. Skill in providing a large variety of medical treatments in difficult situations.
6. Skill in interacting with people of different social, economic, and ethnic backgrounds.
7. Skill in maintaining objectivity and confidentiality in dealing with inmates.
8. Skill in maintaining records, and in writing reports and correspondence.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED. Possess Licensed Practical Nurse Certification and three years experience in a medical/surgical and/or emergency treatment facility; a clear criminal records (excluding traffic violations).

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_

(signature)