

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CORRECTIONS NURSING SUPERVISOR  
CLASS CODE: 2066

FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 2/2/2015 (REVISED 04/04/2006 VERSION)  
DEPARTMENT: SHERIFF

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### **JOB SUMMARY**

Under guidance from the Corrections Health Services Director, directly supervises Corrections Nurses (LPNs) and Corrections Registered Nurses at the Utah County Security Center and oversees the provision of proper medical and nursing care to the inmates. Functions as a resource for clinical education and provides input into development and ongoing adjustments to existing medical policies and procedures.

### **CLASS CHARACTERISTICS**

This is the first line supervisor classification within the nursing services function at the Utah County Security Center.

### **ESSENTIAL FUNCTIONS**

Provides appropriate leadership, and discipline and corrective action when necessary while supervising staff in the day-to-day activities of the nursing services function.

Makes recommendations regarding the hiring, training, and retention of nursing staff. Conducts performance appraisals on assigned personnel.

Ensures that assigned staff comply with all licensing, credentialing, employment qualifications, and scope of practice protocols.

Assists the doctor on duty when visiting inmates.

Corresponds with outside contacts such as judges, doctors, counselors, and families regarding inmate status and medical care.

Trains nursing staff and jail personnel in current medical procedures and treatments; conducts group and individual treatment and patient education sessions; instructs staff and inmates on health hazards.

Ensures Corrections Health Services Director is informed of nursing activities, needs, problems, and unusual events.

Provides comprehensive orientation for new hires as well as ongoing feedback and training.

Coordinates program development for training and continuing education with Corrections Health Services Director.

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Prepares schedule and oversees fair and responsible distribution of workload. Approves or denies leave requests ensuring unit is appropriately staffed at all times.

Coordinates the ordering and inventory of medication and medical supplies.

Ensures health assessments are completed on new inmates within time standard. Ensures health records are complete and up-to-date.

Performs all duties of Corrections LPNs and RNs as needed.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** Effective nursing techniques including assessment, diagnosis, planning, implementation, evaluation, and emergency resuscitation procedures.

**Skill in:** Nursing activities including, but not limited to venipuncture, CPR, basic First Aid, and wound care.

Counseling and teaching both inmates and personnel.

Writing comprehensive medical and incident reports.

Ordering medicines and ensuring their safety.

Written and verbal communication.

**Ability to:** Supervise others, direct their work, and objectively evaluate performance.

Maintain cooperative relationships with those contacted in the course of work activities.

Establish and maintain accurate records and files.

Maintain mental and emotional composure in a stressful and potentially dangerous environment.

Detect and avoid dangerous situations.

### **PHYSICAL DEMANDS**

**Typically:** Sit at a desk or table.

**Regularly:** Walk, stand, or stoop.

Drive a motor vehicle.

**Frequently:** Lift or otherwise move objects weighing up to 50 pounds.

Use tools or equipment requiring a high degree of dexterity.

Work for sustained periods of time maintaining concentrated attention to detail.

Need to distinguish between shades of color.

Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in a stockroom, lab, pharmacy, records room, or other partially environmentally controlled room. Work is performed in a very noisy place. Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Work exposes incumbent to possible bodily

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injury from moving mechanical parts of equipment, tools, or machinery. Work exposes incumbent to contagious or infectious diseases or hazardous chemicals. Work requires use of protective devices such as masks, goggles, and gloves. Work exposes incumbent to unknown, dangerous, and/or life-threatening condition. Work exposes incumbent to possible bodily injury from angry inmates, other atypical conditions including subjection to vulgar/offensive verbal threats, and emotional stress from long hours in a negative/dangerous environment.

### **EDUCATION AND EXPERIENCE**

Equivalent to Two (2) years training in an accredited school of nursing and Three (3) years professional nursing experience. Candidates with a bachelors degree in nursing and/or community or mental health nursing experience and/or supervisory experience are preferred. Selected applicants are subject to, and must pass, a full background check.

### **LICENSING AND CERTIFICATION**

Must possess a current State of Utah Registered Nurse license. Must possess CPR and First Aid certification. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.