

## CLASS SPECIFICATION



<b>CLASS:</b>	Correctional Facility Licensed Vocational Nurse / Correctional Facility Registered Nurse		
<b>ALLOCATION:</b>	Sheriff's and/or Probation Department		
<b>FLSA STATUS:</b>	Non-Exempt	<b>ESTABLISHED:</b>	Circa 1990
<b>UNION AFFILIATION:</b>	YCEA	<b>REVISED:</b>	June 2016

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### **JOB SUMMARY:**

Under limited supervision, provides nursing services, care and assessment to inmates and/or detained youth in the County Jail and/or Juvenile Hall under the direction of a licensed physician and in accordance with facility policies and procedures; and performs related work as assigned. Incumbents must comply with all provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and comply with all relevant laws and regulations regarding confidentiality.

Correctional Facility LVN is the journey level in the correctional nursing series. Incumbents perform a variety of correctional facility paraprofessional nursing duties including administering prescribed medications and treatments to inmate and preparing, maintaining and distributing medical supplies and equipment. This class is flexibly staffed with Correctional Facility RN and incumbents may advance to the higher level after demonstrating proficiency which meet the requirements for the higher level class and gaining the required licensure. This class is distinguished from the Correctional Facility RN in that the latter is a professional level nurse, possessing appropriate licensure in the State of California and by level and intensity of the nursing care provided.

Correctional Facility RN is the advanced journey level in the correctional nursing series. Incumbents perform correctional facility professional nursing duties including providing care and health assessments to inmates and working closely with inmates' family and other health care providers to coordinate ongoing care upon release. This class is distinguished from the Senior Correctional Facility Registered Nurse in that the latter is the lead in the series and provides technical assistance and training. This class is further distinguished from the Registered Nurse in that the latter provides direct nursing services in a clinic or social services setting. Finally, this classification is distinguished from the Public Health Nursing series in that the latter possess a Public Health Nurse Certificate and have responsibility for health assessment, education, and disease prevention on a community-wide basis.

### **CLASS CHARACTERISTICS:**

This position reports directly to Sheriff's Captain or Deputy Superintendent, receives medical direction from Correctional Medical Officer.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

#### **Correctional Facility Licensed Vocational Nurse:**

- Prepare and administer oral, intramuscular and subcutaneous medications per physician's orders; perform catheterizations.
- Chart, interpret and execute oral and written instructions received from the physician.
- Maintain nursing notes of changes in physician orders, inmate and detained youth progress and condition and response to medications.
- Assist physician with a variety of treatment and examination procedures, including placement and removal of casts and minor surgical operations.
- Maintain examination and treatment rooms in an orderly and sterile condition; wash, sterilize, wrap and arrange equipment and supplies.
- Initiate and/or respond to cardiac and respiratory arrest alerts; administer first aid and basic nursing care until the arrival of a paramedic team.
- Remove, cleanse, medicate and re-bandage sterile wound dressings.
- Measure and chart vital signs, including blood pressure, pulse, temperature, height and weight; chart in-mate status observations.
- Maintain an inventory of supplies; order and restock clinic room; maintain security of the nursing office and controlled substances within the secured setting.
- Perform venipunctures and standard laboratory tests, if appropriately certified.
- Perform assessment of in-mate conditions; determine the necessity for referrals and schedule

- appointments and follow-up visits for outpatient clinics or the hospital.
- Provide in-mate education regarding conditions/topics such as diabetes, hypertension, nutrition and weight loss, and techniques such as breast self-examination.
- Maintain a daily log of laboratory work performed and medications dispensed.
- Prescreen in-mates requesting to be seen by a physician following established protocol.
- Obtain sputum, urine and stool specimens for laboratory analysis; perform blood glucose tests; prepare accompanying documentation and send samples to the laboratory.
- Process inmate or detained youth admission and discharge.
- Provide good customer service through building and maintaining positive working relationships with staff, in-mates, detained youth and others.

**Correctional Facility Registered Nurse (in addition to the above):**

- Provide health assessment and develops treatment plans for inmates and detained youth in secured County facilities.
- Hold daily sick calls within the facilities and provides treatment following standard protocols.
- Arrange physician appointments and works with physicians to provide the appropriate medical care.
- Contact mental health providers for evaluation and treatment of emotional or psychiatric problems.
- Make referrals to other County departments and community agencies that can provide the required services in a cost-effective manner.
- Confer with and report to physician inmate and detained youth progress under the adopted treatment or care plan.
- Provide inmates and detained youth education regarding conditions/topics such as diabetes, hypertension, nutrition and weight loss, and techniques such as breast self-examination.
- Maintain current knowledge of procedures and policies; assist in orienting and training paraprofessional nursing and support staff.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Follow departmental policy and procedures when administering medication, treatments, preventative and therapeutic procedures; documents actions in accordance with defined procedures.
- Follow specified safety practices and procedures related to the work.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

**Correctional Facility LVN:**

- Principles and practices of licensed vocational nursing, including specialized vocational nursing procedures.
- Methods and techniques of infection control, sterilization and asepsis.
- Information and techniques needed to diagnose and treat human injuries, diseases and deformities; including symptoms, treatment alternatives, drug properties and interactions, communicable disease prevention and preventative health-care measures.
- Inmates and detained youth hygiene and patient care.
- First aid and CPR methods and techniques.
- Applicable laws, codes and regulations related to the work.
- Medical terminology and charting practices.
- Use and care of specialized medical equipment and supplies.
- Safety practices and procedures related to the work, including those related to communicable diseases.
- Relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people, data, property and institutions.
- Record-keeping principles and practices, including procedures and proper techniques for documenting all actions.
- Effective techniques for dealing with the public, in person and over the telephone, occasionally where relations may be confrontational or strained.

**Correctional Facility RN (in addition to the above):**

- Principles and practices of skilled nursing care in a correctional facility.
- Principles and practices of treatment plan development and follow-up.
- Techniques for explaining medical matters to non-medical clients and employees.
- Techniques for working successfully with other employees in a lead capacity.
- Principles and practices of technical and functional supervisory and training.
- Applicable laws, codes and regulations including the California Nurse Practice Act.
- Community and public agency resources available to the clients served.
- Computer applications related to the work.
- Techniques for explaining technical matters and non-technical matters to those who may not be familiar with the terms and practices.

**Skill in:**

**Correctional Facility LVN:**

- Providing specialized paraprofessional nursing care in a correctional facility.
- Operating, cleaning and adjusting specialized nursing equipment.
- Maintaining accurate records and charts, including operating and maintain automated inmates and detained youth records.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Prioritizing assigned duties and working effectively with interruptions.
- Proper sterilization procedures and proper handling of human samples including human fluids and waste.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Being aware of others' reactions and understanding why they react as they do.
- Interviewing and obtaining accurate information from a diverse client population.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

**Correctional Facility RN (in addition to the above):**

- Providing skilled nursing services in a secured correctional facility.
- Assessing inmates and detained youth status and needs and taking appropriate action to provide for the modification of treatment plans as directed by a physician to maximize care effectiveness.
- Interpreting, applying and explaining rules, policies, procedures and technical information.
- Analyzing and resolving varied nursing and inmates and detained youths care problems.
- Providing lead direction over assigned staff including planning, directing and reviewing the work of others on a project or day-to-day basis.
- Training others in work procedures, individually and in a group setting.
- Preparing clear and accurate reports, correspondence and written materials.

**Ability to:**

**Correctional Facility LVN:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Apply institutional rules, policies and regulations to maintain safety.
- Recognize when something is wrong or is likely to go wrong.
- Establish and maintain effective working relationships in a diverse work force and community.
- Take action on controversial issues that may conflict with personal values and interact with others in a non-judgmental manner.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Deal effectively with manipulative, hostile or antisocial behavior.
- Accept criticism and deal calmly and effectively with high stress situations.
- Perform calmly, purposefully and appropriately in emergency and stressful situations.

**Correctional Facility RN (in addition to the above):**

- Perform skilled nursing and make sound decisions in emergency situations.
- Assess and prioritize multiple tasks, projects and demands.
- Interpret, apply and adapt County and department policies, procedures, rules and regulations.
- Work within a team framework, both as a leader and a member.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

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

**Work Environment:**

- Work in a secured correctional facility.
- Work with exposure to individuals who may be hostile or place the incumbent in a potentially harmful situation.
- Work may require exposure to sources of potentially contagious pathogens, while wearing personal protective equipment.
- May be required to work extended hours; may be required to attend meetings outside of normal business hours.
- Will be required to be available for call back in emergency situations.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

**Correctional Facility LVN:**

- Possess and maintain a valid license as a Licensed Vocational Nurse in the State of California; must provide proof of re-certification within 10 calendar days prior to expiration.
- Possess or ability to obtain a valid First Aid and CPR Certifications within one (1) year of appointment to classification and maintain annually thereafter.

**Correctional Facility RN:**

- Possess and maintain a valid license as a Registered Nurse in the State of California; must provide proof of re-certification within 10 calendar days prior to expiration.
- Possess or ability to obtain a valid First Aid and CPR Certifications within one (1) year of appointment to classification and maintain annually thereafter.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting
- May be required to work rotational shift work to include nights, weekends and holidays.
- Must complete periodic continuing education coursework as required to maintain active licensure.

**Education and Experience:**

**Correctional Facility LVN:**

**Minimum:** Graduation from an accredited nursing school as required to obtain California registration as a Licensed Vocational Nurse.

**Preferred:** In addition to the minimum, two years of experience as a Licensed Vocational Nurse and experience working in a correctional or lock-down facility.

**Correctional Facility RN:**

**Minimum:** Graduation from an accredited nursing school as required to obtain California registration as a Registered Nurse.

**Preferred:** In addition to the minimum, a Bachelor's Degree in Nursing and experience working in a correctional or lock-down facility.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Approval:

Date:

Signature: \_\_\_\_\_

Human Resources Approval:

Date:

Signature: \_\_\_\_\_