

CHARGE NURSE FOR DETENTION

NATURE OF WORK

Under general direction, performs clinical work in developing and implementing a medical services program for the Graham County Jail and Juvenile Detention Facility, while also supervising subordinate nurses as assigned. The work is performed under general supervision of the Supervising Nurse for Detention, within the limitations of Arizona Revised Statutes, Arizona Department of Health Services Regulations, the State Board of Nursing and the policies and procedures of the Graham County Jail and Juvenile Detention Center.

TYPICAL DUTIES

Supervises subordinate nurses performing similar duties and assists Supervising Nurse in scheduling personnel; performs daily sick call for incarcerated individuals in both detention facilities; schedules inmates for weekly clinical visits with the contract Physician Assistant, as determined to be necessary subsequent to the sick call process; assures the availability and delivery of non-prescription and prescription medications to inmates; performs twice daily delivery of medications to inmates and sets up the medication cart for use by other staff as necessary; records and/or tracks the delivery of medications; assures that services performed on incarcerated individuals are properly documented and that the all medical records are available for review and are properly maintained; provides immunizations and blood draws for inmates and detention staff as assigned; as assigned, reviews medical bills for accuracy, prepares expenses for payment, and identifies available discount rates; performs services within the scope of standing orders and established budgets; prepares necessary reports; assists in the development of detention medical service program procedures and techniques; ensures that all contractual agreements affecting Jail Medical Services are adhered to; assures that periodic statistical reports are accurately completed and submitted; serves as lead staff person for ACA Standards relating to medical services for the Juvenile Detention Facility, providing necessary information, statistics and reports; ensures that all necessary binder/logs/lists are utilized by staff to reflect accurate information; completes draft performance evaluations on assigned staff; assists in investigating incident reports and unusual occurrences and reports to Supervising Nurse; performs other duties as required.

REQUIRED KNOWLEDGE AND SKILLS

Considerable knowledge of the principles and practices of nursing; considerable knowledge of the nomenclature and the effects of various types of prescription and non-prescription medications; ability to give skilled nursing care to patients, and to develop and carry out nursing care plans; ability to make independent decisions; ability to establish and maintain effective working relationships with other staff members, representatives of other agencies, and the general public; ability to deal impartially with individuals of various socioeconomic, ethnic, cultural backgrounds; ability to work in a detention environment and to maintain an even disposition when confronted with hostility; ability to communicate effectively, both orally and in writing; ability to prepare, adhere to and maintain budgets, contracts, records and reports; ability to train employees; ability to type and operate computer equipment; ability to document, organize and maintain medical records.

MINIMUM QUALIFICATIONS

Must be licensed as a Registered Nurse in Arizona, preferably with two years of professional experience in a detention facility setting; possession of a valid Arizona driver's license, with a history of safe driving and the ability to maintain a safe driving record.

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