

JOB DESCRIPTION

Title: Correctional Nurse

Department: Human Services

Reports to: Health Authority and ADS Human Services

Date of Job Description Revision: May 17, 2023

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

The job involves complex administrative and staff work of a professional nature which involves assistance in supervision of the entire health care services function, as defined under 103 CMR 932.00 for the Sheriff of Dukes County.

The Correctional Nurse provides administrative and professional nursing services in the overall management of the Health Services Division of the Jail and House of Correction (Jail/HOC). Responsible for providing direct nursing care, treatment, and rehabilitation to inmate patients; assists physicians as directed. Takes independent action within professional and legal limits and performs related nursing duties as assigned; trains correctional staff as necessary.

SUPERVISION

The Correctional Nurse shall work under the administrative supervision of the Health Authority and the Assistant Deputy Superintendent (ADS) for Human Services who review work for soundness of judgment and adherence to rules, regulations, laws and policies.

JOB ENVIRONMENT

Work is generally performed under typical correctional facility conditions with exposure to health hazards from communicable diseases, including, but not limited to, HIV, Hepatitis A, Hepatitis B, Hepatitis C, and Tuberculosis.

Operates medical equipment, automobile, computer equipment, radios, and standard office equipment.

Required to wear protective clothing; works various shifts, including days, evenings, midnights, weekends, and holidays.

Work involves frequent interdepartmental and public interaction with outside agencies, requiring considerable discretion, resourcefulness and persuasiveness to

achieve desired objectives; makes regular contacts with physicians, dentists, correctional medical directors, mental health care providers and the general public.

Errors could severely jeopardize staff and/or inmate health, delay delivery of medical services or have legal repercussions.

ESSENTIAL FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Assists in supervision and direction of the preparation, service and execution of all medical services required by the Code of Massachusetts Regulation 103 CMR 932.00.

Complies with the Federal Regulations, 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patients and HIPAA Regulations.

Implements policy and procedure in accordance with 103 CMR 932.00.

Creates and maintains individual inmate medical folders separately from six-part folders.

Ensures inmate access to health care staff and services.

Performs medical intake screening for new admissions.

Administer routine and PRN medications according to the nursing standards of care.

Understands medication uses, side effects and food-drug interactions.

Monitor and treat patients who have a co-occurring substance use/psychiatric illness

Collects inmate blood and urine samples as necessary.

Provides for the training of all Correctional Officers regarding medical duties, responsibilities and obligations, including, but not limited to, HIV awareness, medication disbursement, and initial medical intake screening.

Reviews activities of Correctional Officers to assure that standing orders are followed correctly and in a timely fashion.

Reports in writing to his/her immediate supervisor all matters of misconduct, incompetence, neglect of duty or violation of the rules and regulations on the part of any member under his/her command.

Plans and participates in management conferences to assure the administrative staff are informed of the present status of all pertinent departmental operations; discusses and seeks recommendations on problems or proposed policies; explains policies and outlines programs.

Ensures adherence to various regulatory guidelines.

Performs any and all other related duties and assignments as directed by the ADS of Human Services, Special Sheriff or the Sheriff.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

High School Diploma or equivalent is required. A valid Massachusetts license in nursing is required, experience in working with the public, and at least three years of relevant experience in the medical field preferred; or any equivalent combination of education and experience.

Special Requirements

A valid Massachusetts motor vehicle operator's license is required.

Knowledge, Ability and Skill

Knowledge. Considerable knowledge of 103 CMR 932.00, HIPAA laws, MGL c. 127, s. 16 and other statutes relating health services. Personal computer literacy with demonstrated knowledge in Microsoft Office and medical software (CorEMR) used by Jail/HOC.

Ability. Must have the ability to establish and maintain harmonious relationships with staff, inmates and the general public. Must possess ability to supervise subordinates in an effective manner and to delegate authority efficiently. Must possess ability to communicate clearly and concisely, in writing, and orally. Must possess the ability to maintain accurate and detailed records. Must possess the ability to analyze and interpret laws, rules, regulations, standards, and procedures, and apply them to specific situations. Must possess the ability to establish priorities and make sound management and operational decisions. Must work well under pressure.

Skill. Must possess the necessary level of organizational skills to effectively motivate staff and inmates to attain department goals. Must possess skill in the use of personal computers and related applications. Must possess the necessary skill to implement policies and procedures. Must be able to operate standard medical equipment. Must be able to operate a motor vehicle.

Physical Requirements

Minimal physical effort demanded when performing functions under typical health services conditions, however, work may involve physical effort when performing certain functions as a nurse. Position requires the ability to operate standard medical equipment, a keyboard and a motor vehicle. Emergencies require the ability to use hands and fingers to operate emergency medical equipment and restraint equipment. May be required to push, pull, climb, stoop, kneel, crawl and reach with hands and arms.