

WALKER COUNTY JAIL NURSE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY OF POSITION:

To provide nursing care, perform nursing procedures, and follow orders of a P.A./Doctor, for the inmates at the Walker County Jail.

• SOURCE OF SUPERVISION

Receives general supervision from the Jail Administrator and Licensed Doctors for Walker County. Exercises no supervision.

• RESPONSIBILITIES & DUTIES:

Important responsibilities and duties may include, but are not limited to, the following:

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Utilizes the nursing process to ensure the performance of safe, competent quality patient care.
2. Acts to provide care in a competent, efficient, and cost-effective manner.
3. Conducts required TB screening of inmates and Jail staff and makes necessary referrals as screening results dictate.
4. Maintains all necessary inmate records as required by Jail Standards Commission and common medical practice.
5. Secures necessary prescriptions and pharmaceuticals and prepares medication cartridges from inmates who require ongoing medication, and sets up M.A.R.S. to document medicines that are given.
6. Administer PO and IM medications
7. Screens sick-call request from inmates for appropriate referral, responds to requests for medical attention at other times, and assist PA/Doctor during sick call.
8. Keeps inventory of medical supplies as required.
9. Arranges outpatient services as per PA/Doctor request.
10. Monitors insulin dependent diabetics.
11. Obtains lab specimens and deliver to pathology per PA/Doctor order.
12. Orders medications and supplies needed for the incarcerated individuals and medical staff.
13. Prepare Uniform Health Update status forms for transporting agencies.
14. Venipuncture and wound care experience required.

○ OTHER IMPORTANT DUTIES & RESPONSIBILITIES:

1. Order and maintain medical supplies, medication and inventory.
2. Perform related duties as required/specified by Contract Doctor/PA.

- KNOWLEDGE OF:

- Employee will work directly with patients with known or suspected communicable disease and in highly stressful situations.
- Requires stamina for extensive mobility in deliverance of patient care – walking, standing and sitting.
- Frequently requires bending, stooping, reaching, moving quickly in response to an emergency, pushing and pulling and lifting of patients with and without assistance.
- Requires verbal and written language skills to communicate effectively when charting, providing teaching, reporting assessments, and processing information.
- Motor coordination and manual dexterity (grasping, turning, fine manipulation) necessary in the performance of job activities such as using equipment, administering medications, and performing procedures and assessments.
- Ability to distinguish differences in types of sounds such as those from monitors and alarms.
- Ability to read small print.
- Ability to perform CPR
- Ability to prioritize activities, adapt to changing environment situations and stresses, make decisions in a crisis and function independently using critical thinking skills.

- SKILL / ABILITY TO:

- Work independently in the absence of supervision.
- Work with hostile individuals in a stressful environment.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - subduing resisting individuals
 - lifting and carrying moderate materials
 - standing or sitting for extended period of time
 - operating assigned equipment
- Effectively handle a work environment and conditions which may involve:
 - working closely with others
 - exposure to body fluids
 - responding to emergency situations
 - irregular work hours

Effectively deal with personal danger which may include exposure to:

- armed/dangerous persons
- communicable diseases

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

Maintain mental capacity which allows the capability of:

- exercising sound judgment and rational thinking under dangerous circumstances
- evaluate various options and alternatives and choose an appropriate and reasonable course of action
- demonstrate intellectual capabilities during training and testing processes.

- **ACCEPTABLE EXPERIENCE & TRAINING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **EXPERIENCE:**

- Minimum of two-year experience working as RN or LVN
- Prefer one (1) year experience in Correctional atmosphere

- **TRAINING:**

- Equivalent to the completion of the twelfth grade
- Required to perform duties in a professional manner following the ANA Code of Ethics for Nurses and the Texas Nurse Practice Act

- **CERTIFICATES & LICENSES REQUIRED:**

- Possession of valid Texas driver's license.
- Graduate from accredited school of professional nursing
- Currently licensed as a Registered Nurse or Licensed Vocational Nurse in the State of Texas.
- Currently CPR certified

- **WORKING CONDITIONS:**

- **ENVIRONMENTAL CONDITIONS**

Jail environment; responding to emergency situations; working closely with others; irregular working hours; exposure to body fluids; may be exposed to armed/dangerous persons and communicable diseases.

- **PHYSICAL CONDITIONS**

Essential and other important responsibilities and duties may require maintaining physical condition necessary for standing or sitting for prolonged periods of time; subduing medical patients if needed; lifting and carrying moderate materials.

REVISION DATE 03/11/2025

DEPARTMENT: Walker County Jail