



Uintah County

Job Description

Title:	Registered Nurse	Code:	318
Division:	Corrections	Effective Date:	5/12
Department:	Sheriff	Last Revised:	5/12
FLSA Cat:	Non-Exempt	Pay Grade:	29

GENERAL PURPOSE

Performs a variety of **working level professional nursing services** as needed to assure compliance with medical regulations in the correctional facility. Works under the general guidance and direction of a full time or contracted medical doctor (MD).

SUPERVISION RECEIVED

Reports directly to the Corrections Commander.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Provides inmate health care based on needs assessments and nursing care program planning.

Develops, coordinates and conducts specialized health care clinics.

Provides health care guidance directed at disease prevention. Provides medical-related training to employees in the Sheriff's Department.

Provides preventive health care services by maintaining immunization reports for Sheriff's Department personnel as well as inmates in the correctional facility.

Maintains various reports, forms, and documents that track health care services provided to the inmates. Tracks job-related health care information on employees.

Performs physical exams to check for special health problems.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

- A. High school graduation or equivalent;
- AND
- B. Two (2) years of experience performing nursing related duties.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of modern office practices and procedures. Working knowledge of HIPAA and other medical related laws, regulations, procedures, etc. Basic operation of computers, including e-mail programs, word processing, databases and spreadsheets;

Skill in diagnosing and treating minor medical issues by utilizing modern medical tools and techniques; basic grammar; punctuation and English skills.

Ability to work independently; meet multiple deadlines; maintain filing and record keeping system relating to confidential and sensitive materials and information; communicate verbally and in writing; schedule and effectively coordinate regular and periodic medical appointments; perform

basic mathematical calculations; operate various types of standard office equipment; develop effective working relationships with supervisors and fellow employees.

3. Special Qualifications:

State of Utah Licensed Registered Nurse (RN)

Must have an acceptable background, verified by a formal background check.

4. Work Environment:

Functions of the position are generally performed in a controlled environment. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, not generally involving muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Periodic exposure to the presence of blood borne or airborne pathogens.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)