



# Corrections Registered Nurse

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 727  
Supervisory: No  
Reports to: Health Services Administrator or  
Nursing Supervisor - Corrections

### Summary

Under general direction of the Health Services Administrator or Nursing Supervisor – Corrections, assesses medical needs of inmates and ensures proper care is received. Orders medication and supplies, teaches officers and inmates first aid and health education, and verifies accuracy of medical bills. Some incumbents may be assigned to coordinate and oversee compliance with various laws, policies, and standards relevant to work performed.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide direct patient care to inmates in the Utah County Security Center within the scope of practice as outlined in the Utah Nurse Practice Act, and according to jail policy and protocols.
2. Provide medical, dental, and mental health assessments; medication administration; intake screening; phlebotomy; and emergent and life-saving medical intervention.
3. Complete orders of medical and mental health providers, including lab tests, interventions, and medication administration in a timely manner.
4. Make appropriate medical, mental health, and dental referrals; follow-up as needed.
5. Adequately document all care and interventions in the electronic medical record (EMR).
6. Communicate pertinent information to, and coordinate with, medical and mental health providers, health division administration, security, and other staff while maintaining confidentiality of patient information per policy and applicable law.
7. Communicate with outside medical and mental health providers and pharmacies to acquire inmate medical information for the purposes of prescription verification and continuity of care while maintaining confidentiality.
8. Learn and maintain skills to provide appropriate care consistent with Medical and Correctional Community Standards; attend staff meetings and trainings, as required.

### For Office Use Only

Job Code: 2065  
Job Title: Corrections Registered Nurse  
FLSA: Non-Exempt  
Effective Date: 5/25/2023  
Public Safety: No

Worker's Compensation: County  
Background Level: Civilian  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

9. Conduct inventory count and documentation of all medications and controlled substances according to jail policy and state law; assist with ordering medications, utilizing cost-effective measures.
10. May oversee nursing staff as assigned or in the absence of the Corrections Nursing Supervisor.
11. May make recommendations in the hiring, training, work assignments, performance evaluation, and retention of nursing staff.

May be assigned duties from the following function:

#### Compliance Coordination

1. Ensure ongoing compliance of the Jail Medical Division at the Utah County Security Center with procedures, nursing protocols, Jail Medical Standards, and the National Commission on Correctional Health Care (NCCHC) essential standards; assess policies and procedures for compliance, as needed.
2. Recommend programs to improve compliance; gather, plan, and create policies and procedures; implement approved changes.
3. Participate as a committee member in the Continuous Quality Improvement (CQI) Program; provide assigned annual reports to the CQI Committee.
4. Maintain knowledge of laws, regulations, and standards relevant to work performed.
5. Assist with training division staff in compliance policies and procedures, as needed.

#### **Knowledge, Skills, and Abilities**

- Knowledge of Jail policies and protocols
- Knowledge and thorough understanding of protected health information (PHI) and HIPAA laws
- Knowledge of laws, regulations, and standards relevant to Correctional Health Care
- Skilled in current nursing activities, including injections, Basic Life Support, blood pressure, hemoglobin, urinalysis testing, and venipuncture
- Skilled in emergency and first aid response
- Skilled in the use of health screening equipment
- Skilled in counseling and teaching
- Skilled in writing comprehensive medical reports
- Skilled in written and verbal communication
- Skilled in ordering and ensuring the safety of medicine
- Ability to learn and follow policies, procedures, manuals, etc.
- Ability to establish and maintain accurate records and files
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to assess physical and mental status of inmates and refer them to appropriate medical, dental, or psychiatric care within a 14-day evaluation period
- Ability to perform an EKG and assess results

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- Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment
- Ability to detect and to avoid dangerous situations

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, but work may be performed in a stock room. Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. This job exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals. This position requires the use of protective devices such as masks, eye shields, and gloves. Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions. This job exposes incumbent to possible bodily injury from angry and abusive inmates; other atypical conditions include being subjected to vulgar/offensive verbal threats and emotional stress from long hours in a negative/dangerous environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to very loud. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies or equipment up to fifty (50) pounds. The employee occasionally drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

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**Required Education and Experience**

- 1. Associate degree in Nursing from an accredited college or university.

**Preferred Education and Experience**

- 1. Preference may be given to applicants with a bachelor’s degree in Nursing from an accredited college or university.

**Additional Eligibility Qualifications**

- 1. Applicants must possess a current State of Utah Registered Nurse license.
- 2. Applicants must possess current Basic Life Support (BLS) certification.
- 3. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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