



Registered Nurse - Sworn

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 Sheriff and Health Services Administration provides 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. As a sworn deputy, assists with transportation and security of inmates and responds to emergency and crisis situations throughout the Security Center. Responds to emergency and crisis situations throughout Utah County as a member of the Utah County Sheriff Office Swat Team.

Essential Functions

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

1. Assist with transportation and security of inmates that need medical care outside of the Security Center; may transport inmates to and from court and other appointments.
2. Transport and accompany inmates to other areas of the facility as needed.
3. Respond to emergency and crisis situations throughout the Security Center; provide CPR, first aid, and additional medical treatment as needed.
4. Serve as a member of the Utah County Sheriff Office SWAT team. Respond to emergencies as a sworn deputy and medic. Administer pre-hospital treatment and maintain proper life support until patient is transferred to emergency care facility.
5. Provide medical, dental, and mental health assessments; medication administration; intake screening; phlebotomy; and emergent and life-saving medical intervention.
6. Complete orders of medical and mental health providers, including lab tests, interventions, and medication administration in a timely manner.
7. Make appropriate medical, mental health, and dental referrals; follow-up as needed.
8. Adequately document all care and interventions in the electronic medical record (EMR).
9. 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.

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Effective Date: 2/17/2024
Public Safety: Yes

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

10. 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.
11. Learn and maintain skills to provide appropriate care consistent with Medical and Correctional Community Standards; attend staff meetings and training, as required.
12. 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.
13. Maintain a current knowledge of pertinent legal issues and housing policies and procedures; answer questions from the public, courts, and outside agencies relating to inmates, Security Center facilities, and Sheriff's Office Policies and Procedures.
14. May oversee nursing staff as assigned or in the absence of the Corrections Nursing Supervisor.
15. May make recommendations in the hiring, training, work assignments, performance evaluation, and retention of nursing staff.
16. Exemplify the desired culture and philosophy of the organization.
17. Work effectively as a team member with other members of management and staff.

Additional Responsibilities May Include

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 the Code of Conduct for a Utah County Deputy Sheriff
- Knowledge of criminal law, civil law, and court procedures
- 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 using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices

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- 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
- Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment
- Ability to detect and defuse or control hostile situations
- Ability to make rapid and sound decisions and solve problems under pressure
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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

Work is typically performed in the Utah County Security Center--a partially environmentally controlled building--but may be performed outside which exposes the employee to all weather conditions. 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, and requires wearing a bullet-resistant, protective vest and the use of personal body armor, firearms, and pepper spray during SWAT operations. Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions. This job exposes incumbent to possible bodily injury from angry and abusive individuals; 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 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

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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 performance of this job exposes the employee to hazard uncertainty and requires physical readiness and conditioning. The employee may intermittently restrain individuals weighing two hundred (200) pounds or more. 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

To maintain full-time status, this position must work at least eighty (80) hours each two-week pay period, however the regularly scheduled hours are 84 per pay period. Shift work, occasional evening, and weekend work may be required as job duties demand.

Required Education and Experience

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

Preferred Education and Experience

1. Bachelor's degree in nursing from an accredited college or university.
2. Experience in a correctional setting.
3. Experience as a certified Corrections or Law Enforcement Officer.

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. Incumbents must possess or obtain Corrections Officer certification through the Utah State Peace Officer Standards and Training (POST) Agency within the first twelve (12) months in position. County employees being reassigned or transferred without being on a register or those advancing through career ladder must possess Corrections Officer certification upon reassignment, transfer, or career ladder advancement.
5. Incumbents are required to maintain POST certification and successfully complete required annual training.
6. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
7. Incumbents are required to maintain annual weapons qualification for all assigned weapons.

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8. 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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