

Summary of Duties: Performs professional nursing services in assisting physicians in the medical evaluation and treatment of arrestees and prisoners in City jails; may act as lead nurse on an individual shift; or supervises and participates in such work; and does related work.

Distinguishing Features: A Correctional Nurse performs professional nursing services for arrestees and prisoners in City jails and must use judgment and initiative in providing proper care, often independent of direct supervision from the physician on duty. Employees in this class are distinguished from those in the class of Occupational Health Nurse by the fact that Correctional Nurses routinely work on different shifts in City jail dispensaries, whereas the latter do not work on shifts and perform professional nursing services primarily in an occupational health setting. While some Correctional Nurses may act as lead nurses on different shifts, they are responsible in that capacity only for organizing the day-to-day nursing activities and for training and advising other personnel; they are not responsible for selecting staff, evaluating performance, for discipline, or approving time off.

A Supervising Correctional Nurse supervises and participates in the work of Correctional Nurses and other nursing and technical employees in examining and providing medical care to arrestees. Employees in this class are distinguished from those in the class of Supervising Occupational Health Nurse by the fact that the latter employees typically supervise and participate in professional nursing services in an occupational health setting, whereas the former work primarily in the City's jail dispensaries. This class is distinguished from the class of Principal Occupational Health Nurse by the fact that the latter is responsible for planning, directing and coordinating both the occupational health and correctional nursing functions.

Examples of Duties: Correctional Nurse: Assists physicians in examining arrestees to determine if they are medically fit for incarceration in City jails and in treating prisoners; assists in the triage of arrestees and prisoners by drawing blood, taking blood pressures, taking medical histories and evaluating complaints; administers first-aid treatment, including the application of bandages, compresses and splints; and administers oral and injectable medications and vaccines; Conducts sick call at dispensary and in cells; makes rounds of cells to dispense medicine, monitor the status of arrestees currently under treatment, and to receive and evaluate prisoner complaints of injury or illness; determines whether prisoners in cells should be seen by the Physician on Duty for further evaluation; coordinates with Police Department sworn and civilian jail personnel to ensure that arrestees receive proper medical care;

Maintains equipment, facilities, and supplies in a sanitary condition; operates autoclaves; inventories dispensary equipment and medicines and orders replacements or restocking; sets up and maintains emergency treatment cart;

Maintains proper medical records of arrestees, their condition and status, the medical treatment which they have received and any medicines dispensed; maintains telephone contact with other City and County jail facilities; answers questions from other jail personnel and from officers in the field regarding the medical treatment and status of arrestees and prisoners;

May act as lead nurse on shifts on which no supervisor is routinely assigned; trains and advises other personnel on medical and nursing protocols and on jail dispensary procedures; advises supervisory personnel on the performance of shift nursing personnel; and is responsible for all nursing functions on the shift.

Supervising Correctional Nurse: Supervises, directs, and works with Correctional Nurses engaged in the above work; makes recommendations to the Principal Occupational Health Nurse regarding personnel, supplies, equipment and other matters pertinent to jail nursing; instructs subordinates in the proper performance of their duties and evaluates their work for adherence to prescribed policies and procedures; maintains safety standards; checks time sheets of subordinates for accuracy; handles minor personnel problems; orders supplies, equipment, and drugs; may write new nursing protocols and procedures; may act as Principle Occupational Health Nurse during the latter's absence.

Employees in these classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

<u>Knowledges:</u>	<u>Correctional Nurse</u>	<u>Supervising Correctional Nurse</u>
Professional nursing theory and practice;	Good	Good

Qualifications:

<u>Knowledges:</u>	<u>Correctional Nurse</u>	<u>Supervising Correctional Nurse</u>
Problems, procedures and techniques in the administration of emergency medical treatment;	Good	Good

Legal provisions, policies and procedures, affecting the treatment of prisoners in City jails;

Working

Good

Safety regulations and practices necessary in a nursing environment;

Working

Good

Principles and practices of supervision, including affirmative action;

Good

Labor relations including MOU's as they apply to subordinates;

Working

<u>Abilities:</u>	<u>Correctional Nurse</u>	<u>Supervising Correctional Nurse</u>
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Follow instructions and act independently in conformance with established nursing practices;

X

X

Operate medical emergency equipment and apparatus and render first aid;

X

X

Keep accurate records;

X

X

Perform venipunctures;

X

X

Deal tactfully and effectively with physicians, other jail personnel, and arrestees;

X

X

Plan and supervise the work of nurses on various shifts;

X

A valid Registered Nurse License issued by the California Board of Nursing Education and Nurse Registration is required for Correctional Nurse.

Two years of full-time paid professional nursing experience in a class at the level of Correctional Nurse is required for Supervising Correctional Nurse.

License: Both Classes: A valid California driver's license and a good driving record may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; arm hand and finger dexterity with both hands involved in activities such as reaching, handling, and feelings, good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.