



## Brazos County Job Description

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<b>Class Number:</b>	B1507	<b>Title:</b>	Sergeant Jail Nurse
<b>Pay Group:</b>	23	<b>Department:</b>	Jail Medical Services
<b>FLSA Status:</b>	Non - Exempt	<b>Reports To:</b>	Lieutenant
<b>Approved Date:</b>		<b>EEOC Category:</b>	Officials and Admin.

### General Summary:

Supervises Medical and Jail personnel performing medical duties; remains on-call as needed to respond to any emergency situations at the jail facility; assists doctors and other medical staff in evaluating total health care needs of patients, including developing plans to meet those needs, and arranging for and/or providing medical treatment to jail inmates.

### Essential Duties:

Other duties may be assigned. Supervises Medical staff, including assigning and reviewing work, completing performance evaluations, training, and making recommendations on hiring of medical staff; Assesses inmates' medical needs and arranges for or provides treatment, including wound treatment, suture removal, and minor surgery; Writes policies, procedures and protocols for the handling of contagious diseases and suicides. Provides medical training to all Detention staff; Schedules and performs TB skin tests on inmates and agency employees; Schedules appointments for inmates to see a physician, psychiatrist, or dentist as needed; Maintains inventory of and orders medical equipment, supplies, and drugs, including consulting with pharmacist on medication orders, and maintains security control of these items; Maintains security and safety procedures for inmates and staff; Provides health care evaluations, instructions, and counseling to inmates, including reviewing inmate medical requests and complaints; Processes new inmates by screening and evaluating medical and mental health histories as needed; Orders lab tests and completes associated paperwork; Prepares and submits paperwork on indigent health care inmates; Acts as a liaison between the jail and other county medical/mental health agencies; Develops collaborations with Local and State medical and mental health agencies; Monitors blood sugar and blood pressure on hypertensive and diabetic inmates on a frequent basis, and gives insulin and other injections as necessary; Prepares and dispenses medications and supervises self-administration; Maintains medical charts, records, and other required medical documentation; makes requests for medical records transfers of new inmates; Prepares medical summaries of inmates being transferred to other correctional facilities; Maintains cleanliness of Medical Clinic; Requests special diets as necessary; Prepares and submits required medical reports; Audits inmate billing reports; Oversees all medical services provided to inmates. Works on-call as necessary.

Other Duties as assigned.

<i>Supervision</i>	
<b>Received:</b>	From Sheriff, Jail Admin.
<b>Given:</b>	Supervises Medical Staff, including assigning and reviewing work, completing performance evaluations, training, and making recommendations on hiring.

<i>Education</i>	
<b>Required:</b>	Associate's degree in nursing plus at least two years of experience and attainment of certification as a Licensed Vocational Nurse (LVN); or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
<b>Preferred:</b>	

<i>Experience</i>	
<b>Required:</b>	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<b>Preferred:</b>	

<i>Certificates, Licenses, Registrations</i>	
<b>Required:</b>	Must be a Licensed Vocational Nurse (LVN, Paramedic, or higher certification/license.
<b>Preferred:</b>	

<i>Physical Demands</i>	
<b>Typical:</b>	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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision and ability to adjust focus.
<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	First aid, pharmacology, cardiopulmonary resuscitation, and nursing; supervisory management; and standard jail practices and procedures. Supervise the work of others, recognizing problems and recommending solutions; analyze data; reason and make medical judgments and decisions, especially in emergencies; demonstrate proficiency in both oral and written communication; operate computers; and work effectively with inmates, other staff members, and the public.
<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually high. While performing the essential duties of this job, the employee is constantly required to perform multiple tasks simultaneously and to work under time pressures to meet deadlines. The employee is frequently required to respond to emergency situations, to perform tedious and exacting tasks, and to work closely with others a part of a team.