



**Job Description
Allen County Sheriff's Office
Medical Division**

Division: Medical
Position: Part time Nurse

Education:

High School Diploma
Certified by State of Ohio as a Licensed Practical or Registered Nurse

Experience:

Successfully completed all clinical

Qualifications:

An essential element of this position is that the employee has regular and predictable attendance

Completion of training and work experience, which indicates possession of the skills, knowledge and abilities, listed below:

Completion of nursing school and licensed through the state of Ohio as an L.P.N or R.N.

Must be able to act under stressful conditions and demonstrate knowledge of nursing skills by training or experience

Responsibilities:

Under direct supervision of the Nurse Coordinator and Jail Physician, must provide fair and consistent health care to all prisoners and detainees

Must maintain accurate medication administration and charting at med pass time (08:00 am, 4:00 pm, 8:00 pm)

Accurate charting in nurse's notes

Competent triage and assessment of all medical requests

Assess new inmates with medications and accurately prepare for medication administration

Fulfill all scheduled work dates

File medical files

Act as a liaison between medical department and other health care providers

Follow and enforce all policies and procedures of the Medical Department and Allen County Sheriff's Office

Observe all nursing protocol of the Medical Department

Any other related duties as assigned by the Nurse Coordinator, Jail Physician, Jail Administrator, or the Sheriff

Removal can be with or without fault to the jobholder or the agency. Economic conditions that cause reductions in work force, the member's ability to attend regularly to work, chronic illness, and a failure to perform competently on any of the critical tasks of the position, or consistent failure to perform competently on regular tasks are the major reasons for job removal without fault. Failure to support the agency type mission, uphold the oath of office, behave in a manner that supports our Professional Code of Ethics, continually comply with preconditions for original employment, or to display due regard for the civil liberties of any persons will lead to removal with or without fault. In addition, accruing atypical amounts of dysfunctional work time or requiring atypical amounts of supervisory counseling or remedial training will lead to removal with or without fault.

Date

Signature

04/17

Nursing.doc

