

**MIDDLE PENINSULA REGIONAL SECURITY CENTER
JOB DESCRIPTION**

**JOB TITLE: (LPN) STAFF NURSE
MEDICAL DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs responsible professional work providing nursing care to the inmates of the Middle Peninsula Regional Security Center. Work involves making scheduled rounds and administering medication as prescribed by the doctor. Employee is also responsible for preparing various reports and medical records. Employee reports administratively to the Medical Department Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Records and implements jail physician's orders in providing appropriate medical care for inmates; makes scheduled medication rounds and administers medicine as prescribed by physician; administers first aid and other nursing procedures for injuries or illnesses to inmates.

Responds to emergency crisis situations and sick calls; provides emergency medical assistance; prepares transfer forms, compiles information and medication and procures emergency transportation for inmate hospitalization.

Records and maintains medical forms and records of inmates; schedules medical and dental appointments for inmates; charts all assistance and services provided to inmates.

Draws blood and other necessary lab specimens from inmates as necessary; charts inmate's temperature, pulse, respiration and blood pressure as necessary.

Consults with substance abuse and mental health counselors on inmate care management; counsels inmates concerning routine care and prevention procedures.

Recognizes and reports illnesses and disorders including abnormal behaviors.

MINIMUM TRAINING AND EXPERIENCE

Must be certified as a Licensed Practical Nurse, in good standing, in the state of Virginia and.

Must possess a valid driver's license issued by the Commonwealth of Virginia.

One year of experience in general Nursing with Correctional experience preferred but not required.

PREFORMANCE INDICATORS

Knowledge of Job:

Has through knowledge of medical principles, techniques and practices and their application.

Has through knowledge of the forms, documents and manuals associated with nursing. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Maintains high quality communication and interacts within the department, and with co-workers and the general public.

Quantity: Maintains effective and efficient output and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work and accepts accountability for meeting assigned responsibilities, on or before deadlines in accordance with directives, Security Center Policy, standards and prescribed procedures. Able to work independently and adhere to the Code of Ethics of the Security Center.

Attendance: Attends work regularly and adheres to Security Center policies and procedures regarding absences and tardiness. Provides adequate notice to Supervisor with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Identifies problems or situations as they occur. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time -management methodology.

Approval Signature:  _____ Date: 10.21.14