

## **NURSE JOB DUTIES FOR COUNTY PRISONS**

1. Maintain accurate health care records with regards to the following:
  - Obtain health history and assessment on all newly incarcerated inmates within 24 hours.
  - Conduct screening of new inmates with immediate medical problems.
  - Documentation of assessment, intervention and result. Nurse is to document any information or occurrence that is pertinent to the inmate's overall health plan.
  - Assess injuries and implement treatment or facilitate transportation to Emergency Room. Document any complaints and interventions in inmate's charts. Triage and schedule inmates requiring physician evaluation.
  - Documentation of inmates' sickline visits.
2. Conduct sick call in coordination with sick-line physician. Transcribe any orders written by the physician. Fax medication orders to the pharmacy and Cost Management Plus using appropriate forms and diagnosis.
3. Arrange appointments with community physicians as ordered by the staff physicians. Coordinate appointments with correctional staff and Sheriff's department.
4. Perform venipuncture to obtain specimens for ordered diagnostic procedures and deliver same to Laboratory for analysis unless Lab picks up.
5. Develop and monitor policies and procedures, identifying needs/problems and exploring/implementing necessary changes.
6. Attend briefing for the purpose of information gathering and giving input.
7. Coordinate Communicable Disease Program by;
  - Review and prepare medical records for physician.
  - Monitor status and treatment of HIV + inmates.
  - Complete State reporting forms for communicable disease.
  - Prepare list for scheduling PPD's and readings and document findings in chart.
8. Medication Administration:
  - Pass medications, restock medication cart and maintain cart.
  - Accountable for any controlled medications, syringes or instruments used.
  - Staff training, ie; CO's medication passes, standing orders, etc.
  - Orders emergency medication scripts or supplies as needed.
  - Obtain list of released inmates from facility in the preceding 24 hour period, pull medications from cart. Prepare discontinued medications for return to pharmacy using Pharmacy Return Medication Form.
  - Prepare new medication kardexes at the end of each month and replace old MARS on first of each month. (Medication Administration Record)
  - Supervise diabetic inmates with glucose testing and insulin administration and document.
9. Check physician schedule and charts. Be sure any follow up testing or consultation reports are available on charts and provided for physician's visit. Prepare any test or consultation reports and charts needed for physician review.
10. Respond to medical emergencies, coordinate with security, physician, and hospital for any inmate requiring treatment outside the facility. Complete Preliminary Notification form and fax to Cost Management Plus.
  - Contacts Prison physician as needed for medical problems.
11. Perform necessary administrative duties such as sort dispensary mail, review inmate request forms and maintain dispensary area in an organized and clean manner.
12. Available for questions 24/7 by correctional officer staff.