

RUNNELS COUNTY JAIL

Nurse Job Description

Job Type: Full Time (40 hours per week)

Pay Rate: \$23.74 per hour \$ 55,380.78 yearly Plus benefits

Hours: 40 hours per week, 80 hours per pay period

Qualifications: Individual must be a licensed LVN, or RN nurse and pass a thorough background check.

Requirements: Individual will be required to pass/complete all testing and education necessary to obtain a State Jailer's License within one year of hire. This is necessary for this position so that the nurse will be properly educated concerning the laws that pertain to inmates, and so the nurse can interact safely with inmates in the manner necessary to perform their duties independently within the jail setting.

This process involves:

- Pass a thorough background and criminal history check
- Pass a drug test and physical exam
- Pass a psychological exam
- Pass a Reading Comprehension Test
- Pass a 3-week Basic County Corrections Licensing Course at the West Central Texas Law Enforcement Academy in Abilene, TX (while on duty and at no cost to nurse). This course includes Basic County Corrections education, Basic County Corrections Physical Skills training, and the state exam to obtain a Basic Jailer's License.

Description of Duties:

1. Create and maintain all inmate medical files.
2. Assist Clinicians during inmate examinations.
3. Review all medical/mental health and COVID 19 screenings of inmates that come in the facility.
4. Address & oversee treatment of any parasitical issues of incoming inmates, such as but not limited to; lice, bed bugs, fungal infections, scabies, etc.
5. Contact Medical Clinicians concerning all pre-existing medical issues and existing prescription medications of all incoming inmates.
6. Contact MHMR concerning all pre-existing mental issues and existing psychotropic prescriptions of all incoming inmates as warranted.
7. Contact Dentist and make appointments for all inmates when dental assessment requested by inmates.
8. Contact Optometrist and make appointments for all inmates when eye exams warranted and or requested by inmates.

9. Render first aid and medical attention to any inmate in need while on duty.
10. Assess potentially suicidal inmates while on duty and call the MHMR crisis line if warranted, filling out the Crisis Line Form accordingly.
11. Review all documentation regarding inmates that were on Suicide or Medical Observation while off duty and take action as needed.
12. Fill out paperwork for MHMR contract then set up MHMR tele-med appointments for inmates that do not meet the criteria for a crisis assessment as indicated.
13. Review all MHMR evaluations and prescriptions. Communicate with MHMR concerning inmate care.
14. Review all Medical Requests from inmates and take action as needed.
15. Review all prescribed medications/treatments and take action as needed,
 - a. such as but not limited to, taking blood or urine samples then deliver to
 - b. appropriate screening facility, set up appointments with the clinic or hospital for all inmates.
16. Review all hospital discharge paperwork and take action as needed, such as changing of dressing, ordering specialized medical equipment, making follow up appointments with specialists, etc.
17. Coordinate with hospital on transfers, discharges and other matters as necessary.
18. Perform urine pregnancy testing as appropriate.
19. Take blood pressure or blood sugar readings of inmates with high blood pressure, diabetes, and other medical issues that must be monitored, filling out all Blood Sugar Logs, Blood Pressure Logs or other documentation while on duty.
20. Review the Blood Pressure and Blood Sugar and similar medical logs that were completed while off duty.
21. Review all dietary allergies or food restrictions such as those for diabetic inmates, and work with the kitchen manager to create appropriate diets for those inmates.
22. Monitor inmates with Dementia or Alzheimer's to assess their ability to function in regard to daily living activities.
23. Maintain inventory, organize and stock over the counter medications, medical supplies and equipment for the Medical Room.
24. Maintain inventory, reorder, and pick up all prescription medications.
25. Take direct responsibility for medication administration (sort, dispense and document), whether prescription or over-the-counter medications, while on duty. Assist jailers in medication administration during the times the nurse is off-shift, through training, planning and documentation, and monitor these systems by prompt review of documentation.

26. Administer TB tests to incoming inmates, then read and document the results. Administer TB tests to all new employees, and all employees annually. Verify chest x-rays performed and up to date on positive reactions to TB serum tests of all employees and inmates as appropriate.
27. Administer common communicable illness tests such as, COVID 19, flu, and strep throat tests to inmates as needed, then deliver to lab for testing if indicated.
28. Inoculate inmates for the flu and other communicable illnesses per clinician orders.
29. Communicate with the medical Clinicians regarding all inmate medical issues, including female specific issues such as care of pregnant inmates.
30. Fill out all medical related forms such as, Texas Uniform Health Status, Indigent Paperwork for inmates that need hospital treatment, Medication Refusal Forms, Treatment Refusal Forms, Dr. Phone Consultation/Hospital Visit Forms, Medication Dispensation Sheets, Medication Approval/Verification Forms, Mental Health Notification Forms, Offender Refusal Forms, Over the Counter Med Release Forms, Pregnancy Test Documentation Forms, Prescription Reorder Forms, etc.
31. Complete all medical, mental, and behavioral health related documents and procedures while on duty.
32. Help Jail Administrator with tasks/paperwork necessary for contracts or grants related to jail medical issues.
33. Help Jail Administrator with tasks/paperwork to create or revise jail policy or procedures in relation to jail medical matters.
34. Help Jail Administrator with data tracking and compilation in regard to Jail Medical.
35. All other duties as assigned by Medical Clinicians or Jail Administrator.