



# Uintah County

## Job Description

<b>Title:</b>	Registered Nurse	<b>Code:</b>	318
<b>Division:</b>	Corrections	<b>Effective Date:</b>	5/12
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	5/12
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Plan:</b>	See Sheriff Wage Plan

### **GENERAL PURPOSE**

Performs a variety of **working-level professional nursing services** as needed to ensure compliance with medical regulations in the correctional facility. Works under the general guidance and direction of a full-time or contracted medical doctor (MD).

### **SUPERVISION RECEIVED**

Reports directly to the Corrections Commander.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL FUNCTIONS**

Provides inmate health care based on needs assessments and nursing care program planning.

Develops, coordinates, and conducts specialized health care clinics.

Provides health care guidance directed at disease prevention. Provides medical-related training to employees in the Sheriff's Department.

Provides preventive health care services by maintaining immunization reports for Sheriff's Department personnel as well as inmates in the correctional facility.

Maintains various reports, forms, and documents that track health care services provided to the inmates. Tracks job-related health care information on employees.

Performs physical exams to check for special health problems.

Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- A. Associate degree in Nursing; RN License  
AND
- B. Two (2) years of experience performing nursing-related duties.
2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** modern office practices and procedures. Working knowledge of HIPAA and other medical-related laws, regulations, procedures, etc. Basic operation of computers, including e-mail programs, word processing, databases, and spreadsheets;

**Skill** in diagnosing and treating minor medical issues by utilizing modern medical tools and techniques; basic grammar; punctuation and English skills.

**Ability** to work independently; meet multiple deadlines; maintain filing and record-keeping system relating to confidential and sensitive materials and information; communicate verbally and in writing; schedule and effectively coordinate regular and periodic medical appointments; perform basic mathematical calculations; operate various types of standard office equipment; develop effective working relationships with supervisors and fellow employees.

### 3. Special Qualifications:

State of Utah Licensed Registered Nurse (RN)

Must have an acceptable background, verified by a formal background check.

### 4. Work Environment:

Functions of the position are generally performed in a controlled environment. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, and reaching, not generally involving muscular strain. Job functions normally require talking, hearing, and seeing. Common eye, hand, and finger dexterity is required for most essential functions. Various levels of mental application are required, i.e., memory for details, emotional stability, discriminating thinking, and creative problem-solving. Continuous use of motor skills. Periodic exposure to the presence of blood-borne or airborne pathogens.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)