



## Seminole County Sheriff's Office

### CHARGE NURSE

Class Spec Code: 1100

Established Date: 10/14/2020

Last Revised Date: 04/08/2022

Effective: 04/19/2023

#### Salary Range

\$29.25 - \$43.88 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Professionals

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

Yes

#### General Description

Performs supervisory and highly specialized work providing professional nursing care to persons incarcerated in the John E. Polk Correctional Facility.

#### Typical Duties

***Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.***

Assesses the condition of injured and ill inmates and implements necessary nursing interventions in emergency situations within the scope of practice and licensure. Attends to inmate medical needs for those housed in the infirmary.

Conducts physical assessments on inmates in accordance with medical protocol.

Delegates and oversees all clinical care delivery methods and escalates when applicable.

Sets clear expectations in the delivery of clinical practice.

Reviews physician transcription, lab results, and medication rosters to ensure prescribed treatments are administered.

Administers or delegates the administration of medications as required to infirmary/clinic patients. Documents encounters in the medical record using the approved SOAPE format.

Logs use of medical supplies including administered medications, needles, syringes, keys, and medical instruments.

Maintain drug, narcotic, and sharps counts in accordance with division policies and procedures.

Prepares, maintains, and files medical documents as needed. May be assigned special projects as required.

Supervises RNs, LPNs, CNAs, MAs on assigned shifts. Responsible for nursing assignments and daily statistics from staff under his/her supervision. Monitors performance of the staff and report's findings to the Manager (Clinical) or takes corrective action for improvement as appropriate

Assures appropriate application of clinical knowledge in the care of all patients.

Plans for delivery of care to the patient and evaluates the outcomes of care delivered in relation to clinical effectiveness.

Insures adequate staff coverage. Insures adequate staff coverage and approves personal time off requests.

Initiates and effectively recommends performance evaluations, disciplinary, and/or commendatory actions for assigned personnel.

### **Minimum Qualifications**

- Must possess and maintain a State of Florida license as a Registered Nurse
- Four (4) years' experience as a Registered Nurse (BSN can be substituted for 2 years' experience)
- Supervisory experience preferred
- Consideration may be given to equivalent combination of related training, education and experience
- Must possess and maintain current licensure and CPR card, OSHA updates and CEU certification, as required for licensure
- Must possess and maintain a valid Florida Driver's License

### **Knowledge, Skills, Abilities & Other**

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of advanced nursing methods and practices including public health and communicable diseases.

Ability to follow instructions and to maintain effective working relationships

with superiors and the medical community; to demonstrate ethical and professional behavior; to solve problems and to communicate effectively, both orally and in writing.

### **WORKING CONDITIONS**

The work environment for this position is within the confines of the John E. Polk Correctional Facility. This position has direct contact with inmates. The position is assigned to a day or night shift with rotating days off.

### **PHYSICAL ATTRIBUTES REQUIREMENTS**

***Mobility***-Mostly sedentary work but some standing and walking; constant use of a computer

***Lifting***-Able to lift at least 25 pounds

***Visual***-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

***Dexterity***-Frequent repetitive motion and reaching

***Emotional/Psychological*** Potential contact with hostile individuals; direct inmate contact, exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration

***Special Requirements***- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require

working weekends, nights, and/or  
occasional overtime