



Seminole County Sheriff's Office

CHARGE NURSE

Class Spec Code: 1100
Established Date: 10/14/2020
Last Revised Date: 01/12/2022
Effective: 11/18/2022

Salary Range

\$29.25 - \$43.88 Hourly

Bargaining Unit

N/A

EEO

EE04-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 and evaluates the condition of injured and ill inmates and employs necessary first aid measures 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. Prepares documentation on screening as required. Performs a variety of healthcare and diagnostic procedures and tests to include taking temperatures, blood pressure, pulse, injections, phlebotomy procedures, TB, urinalysis, and blood sugar within the scope of practice and licensure.

Reviews physician transcription, lab results, and medication rosters to ensure prescribed treatments are administered. Administers medications as required. 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 LPNs, CNAs, NTs on assigned shifts. Responsible for nursing assignments and daily statistics from staff under his/her supervision.

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
- Two (2) years' experience as a Registered Nurse
- 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