



## Seminole County Sheriff's Office

### LICENSED PRACTICAL NURSE - PART TIME

Class Spec Code: 1070

Established Date: 10/14/2020

Last Revised Date: 01/19/2022

Effective: 04/08/2022

#### Salary Range

\$19.76 - \$31.67 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Technicians

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

PT BENEFITS

#### Physical Class

DTME

#### Classified Service

Yes

#### General Description

Specialized work providing quality 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.**

Interviews and conducts initial screening on new inmates to obtain medical information/screening. Completes 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 tests, urinalysis checks, and blood sugar tests within the scope of practice and licensure.

Reviews physician transcription, lab results, and electronic medical records to ensure prescribed treatments are administered. Administers medications as directed.

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

Provides initial inmate care in sally port as required. Conducts daily nurse's sick call. Assists physician when seeing patients and transcribing physician orders. Provides emergency care to inmates or staff as required.

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

Prepares, maintains, and scans medical documents as needed. Documents encounters in the electronic medical record using the approved SOAPE format.

May be assigned special projects as required.

Performs other duties as assigned or as may be necessary in the efficient and effective performance of the position functions.

#### Minimum Qualifications

- High School Diploma/GED
- Must possess and maintain a State of Florida license as a Licensed Practical Nurse.
- Must possess and maintain current licensure and CPR, OSHA updates, and CEU certifications as required for licensure and accreditation
- 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 general nursing methods and practices, including public health and communicable diseases.

Ability to demonstrate ethical and professional behavior. Ability to solve problems. Ability to communicate effectively, both orally and in writing. Ability to follow instructions. Ability to maintain effective working relationships with superiors and the medical community. Ability to lift at least twenty-five pounds in the performance of daily duties.

#### **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**-Some sedentary work and some standing and walking; constant use of a computer

**Lifting**-Able to lift at least 25 pounds without assistance

**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.