



## Seminole County Sheriff's Office

### REGISTERED NURSE

Class Spec Code: 1090  
 Established Date: 10/15/2020  
 Last Revised Date: 01/10/2022  
 Effective: 01/10/2022

#### Salary Range

\$23.90 - \$38.30 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 highly specialized work providing professional nursing care to persons incarcerated in the John E. Polk Correctional Facility.

#### Typical Duties

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.

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

Attends to inmate medical needs for those housed in the infirmary.

Prepares, maintains, and files medical documents as needed.

May be assigned special projects as required.

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

#### Minimum Qualifications

- Must possess and maintain a State of Florida license 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 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 performs duties in both a sedentary and standing/walking position and is required to lift at least twenty-five pounds without assistance. The position is assigned to a day or night shift with rotating days off.