

Perry Multi County Juvenile Facility

POSITION DESCRIPTION

Implemented February 2014

Working Title of Position:	Nurse
Title of Immediate Supervisor:	Director and Contracted Medical Physician
Training Hours Required	40
Normal Working Hours:	Weekdays – flex as needed Weekends as needed, Holidays Off On call as needed determined by resident’s medical needs

Summary Description: Under the direct supervision of the facility Director, serves as Nurse and the Health Care Authority for all of PMCJF. The Nurse is required to exercise decision-making regarding youth health care issues under supervision of the facility’s contracted physician.

Education/Experience: The Nurse shall process a combination of education and work experience, which provides the necessary skills and knowledge for successful performance of required duties. Must have Register Nurse Licensure with the ability to practice without restrictions. Fundamental computer skills in the areas of data entry, word processing, and spreadsheets necessary. Must be organized, able to work independently, positively represent the agency(s) in the community, and possess excellent interpersonal skills. The Nurse needs to have the ability to promote a comprehensive approach to health care services in order to ensure the continuity and confidentiality of care. Possession of a valid Ohio Driver’s License. All applicants must be able to pass required background check, drug screen, pass the Diana screen and child abuse registry check

Knowledge: The facility nurse shall have the responsibility of insuring that the medical needs of the residents are being met. The nurse shall follow all facility Policies and Procedures. The facility is a 24-hour, 7 days per week operation; therefore, schedule and duties will be specific to the residents’ and facility's needs.

Primary Duties and Responsibilities:

- Provide input in health care policies and standard medical operating procedures for the facility
- Implement health care programs and establish system for the coordination of care between health care providers.
- Share recommendations for changes with the Director and facility’s contracted Physician.
- Report medical and/or unsafe conditions that pose a danger to staff and youth.
- Provide orientation training, and ongoing service delivery to youth and staff including but not limited to:
 - Youth having access to sick call, information on Infectious Diseases and Health/Hygiene issues
 - Staff having access to information Infectious Diseases, Illness/Injury, First-Aid/CPR, Medication Administration and current issues in health.
 - Train staff on medication dispensing and medication distribution
- Complete health screening on new intakes within 2 business days of intake, unless alternatives have been arranged
- Supply recommendations for initial and ongoing medical treatment of the residents
- Manage, monitor, and order youth over-the-counter, psychotropic, and other prescription medications
- Provide on a weekly basis that medication and dosage is identified properly and administered as prescribed.
- Oversee a medication record for each residents and ensure that signature identify that medication was administered
- Manage and monitor youth illness/injury reports

- When appropriate and available provide emergency medical care to residents
- The nurse is expected to document medical treatment thoroughly and in compliance with standards of the medical profession
- The nurse shall act in conjunction with the Central Control Worker as a liaison between the resident’s parents or legal guardians about medical issues that may arise during a residents stay.
- Schedule medical appointments, including eye and dental appointments. When necessary, with approval of the director, or as needed and appropriate.
- Inform the facility fiscal officer of medical appointments and ordered medications.
- Nurse and the Fiscal Officer will collaborate and communicate to determine and share residents availability of private insurance
- Attend, as needed, monthly staff meetings and provide youth medical updates, educational awareness, medical insight.
- Provide on call services to include both phone consultation and on-site visits.
- Ensure that resident’s medical records are complete and privacy is maintained
- The nurse will be consulted any time a resident is placed on a medical isolation. The nurse will monitor and supervise the resident medical needs while on medical isolation
- Nurse will alert the Food Services Supervisor of any special dietary requirements of the residents
- Make recommendations to improve hygiene and healthy safety practices within the facility
- Maintain the facility medical inventory which include all medical supplies and over the counter medications
- The nurse will be responsible for assuring compliance and maintaining all required documentation for medical ACA standards.
- Complete medical discharge on all residents who have been released from the facility within 7 business days of their release. A copy of the medical discharge will be forwarded to the Case Manager and be included with the resident’s discharge plan.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

I have reviewed and understand the job functions of this position and state that I can perform the essential functions without accommodations. Yes_____ No_____

If an accommodation is needed, please describe below the reasonable accommodations required in order for you to perform these essential job functions.

Nurse’s Signature:_____ Date:_____

Contracted Medical Physician:_____ Date:_____

Director’s Signature:_____ Date:_____