GENERAL DESCRIPTION/PURPOSE:

The main focus of this position is to evaluate and treat inmates for their serious health conditions. This position will evaluate inmates during routine sick call, or may complete annual physical examinations; respond to medical emergencies; conduct chronic clinic visits; and perform minor surgical/suturing procedures within the scope of the license. The position provides after hours call coverage as scheduled. Work is performed under the supervision of a physician licensed in the State of Florida. The position reports to the Medical Director.

ESSENTIAL FUNCTIONS:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed. The essential functions identified for this job are:

- Document effectively and efficiently, all services rendered or ordered for an inmate in the electronic health record (EMR).
- Assist in the development, implementation, monitoring, and annual review of health care policies and procedures, as well as Clinical Guidelines and health related training materials.
- Review and countersign diagnostic studies; inform inmates of the results, order medications and treatments as indicated, and document justification for any change in treatment modality; Reviews outside records and makes clinical decisions based on the inmate’s condition.
- Attend all Continuous Quality Improvement (CQI), Medical Audit Committee (MAC), Pharmacy and Therapeutic Committee (P&T), and other meetings as required.
- Interview/examine inmates to formulate a medical diagnosis; prescribe appropriate treatment modalities, and communicate appropriate level of housing, programs, etc.;
- Prescribes medications within the constraints of the ARNP Protocols as agreed to by the Medical Director; obtains/documents consents, and manages inmates on these medications on a regular basis;
- Utilizes electronic medical record documentation format while maintaining inmate confidentiality; documents the medical diagnosis on problem list;
• Acts as a consultant to detention staff as well as medical/mental health providers during working hours and “on call” basis;

• Communicates and maintains an effective working relationship with Medical, Mental Health, Administration, Pinellas County Jail Staff and outside provider agencies;

• Complies with all rules, directives, policies, procedures, and protocols of bureau and agency;

• Participates in training/orientation of new employees;

• Orders lab/diagnostic tests as needed; consults with and makes referrals to other medical staff.

• Participates in continuous quality improvement activities; gathers data via chart reviews and formulates action plans.

• Remains fiscally responsible by utilizing the formulary and ordering only medically necessary diagnostic tests/procedures; and maintains statistics as required.

• Perform audits/studies on healthcare topics in order to improve processes and procedures, decrease costs, etc.

• Follow the Pharmacy Formulary and other guidelines as provided by the Medical Director and Program Administrator.

• Performs minor surgical procedures including, but not limited to, suturing laceration, I&D, biopsy of skin lesions, treatment of burns, wound care and debridement, nail removal, local anesthesia administration;

• Counsels inmates on proper hygiene, prescribed treatment, chronic disease management and preventative care, and document instruction in the EMR.

• Perform other duties as requested, within the scope of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

• Ability to utilize diagnostic skills to assess and discern real and fictitious illnesses and injuries in a timely manner;

• Ability to utilize effective time management skills to accommodate the normally scheduled inmates seen daily, and handle emergent cases while fielding phone inquiries from staff regarding med orders, signing off H&Ps daily and reviewing medical records obtained from outside sources;

• Ability to apply effective interpersonal skills to be inmate with inmates and staff in an ever changing environment, especially taking into account that client group is highly manipulative;
• Ability to interpret basic X-rays to focus in on a inmate complaint and diagnose in a timely manner to provide prompt intervention.

EQUIPMENT:

The position requires the use of a variety of office and computer equipment and related software; the use of medical instruments, such as otoscope, ophthalmoscope, suture set, microscope, etc.

EDUCATIONAL REQUIREMENTS:

Master of Science in Nursing (MSN) Degree or post-Master's Certification.

EXPERIENCE REQUIRED:

One (1) year experience as an ARNP, or no less than two (2) years’ experience working within the healthcare field, in the corrections environment.

CERTIFICATIONS/LICENSES/REGISTRATIONS REQUIRED:

Maintain appropriate, unrestricted credentials according to the licensure, certification, and registration requirements of the jurisdiction. Position requires the following:

• Licensed as an Advanced Registered Nurse Practitioner in the State of Florida;
• Family Practice, Adult Health, or Acute Care Certification;
• CPR – BLS or ACLS Certification by the American Heart Association; and
• Florida driver's license.

JOB REQUIREMENTS:

Problem-Solving Skills Required: Solve a wide range of highly complex, multi-disciplinary problems, which must consider long-term, organization-wide planning.

Writing Skills Required: Composes moderately complex documentation of a routine nature i.e., documenting complex studies or summarizing annual department/section results and composes sensitive, non-routine correspondence requiring tact and diplomacy and/or composes reports or summaries for which established formats generally do not exist.

Speaking/Presentation Skills Required: Interviews or discusses detailed information, frequently involving customer/citizen problems or complaints.
Job Related Communication: The member has daily contact with members within their department and other departments and monthly contact with members in other organizations and the public.

Planning and Scheduling: A moderate amount of the job requires the planning of activities of the member and others.

Difficulty of Work: Work consists of complex, varied, non-standardized tasks, requiring application of numerous laws, rules, regulations, and procedures.

Assignment of Work: Supervisor provides general guidance allowing for member planning of procedures and methods to attain objective.

Effects of Work Errors: Errors are detected within the office/work areas in which they occur, possibly affecting work of others, and requiring expenditure of time to correct.

SUPERVISORY OR MANAGEMENT RESPONSIBILITIES:

This position has no supervisory or management responsibilities.

WORKING CONDITIONS:

Physical Effort/Risk:

Work Position: On an average, the member spends 30% of their time standing, 30% of their time walking and 40% sitting.

Body Movements:
- Lifting: Over 60 lbs.
- Lifting frequency: Frequent
- Bending: Frequent
- Pushing and/or pulling loads: Some
- Reaching over head: Some
- Kneeling: Some
- Crawling: Some
- Climbing ladders: None

Mental/Visual Effort:
- Typing/CRT: Very Frequent
- Attention to detail: Very Frequent
- Monitoring equipment: Very Frequent
- Detailed inspection: Frequent
- Transcription/proofreading: Very Frequent
Environmental Conditions:

- Exposure to temperature extremes: Frequent
- Dangerous equipment: Some
- Chemicals: Frequent
- Noise: Some
- Noxious odors/fumes: Some

Other Physical Effort/Risk:

- None

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview, background investigation, polygraph, and nicotine/controlled substance tests are required for all applicants. Additionally, written and psychological evaluation, a credit check, physical abilities assessment, medical physical examination and job related tests may be required. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

By signing below I am indicating I have read and concur with the above description of this job.

Approved: ____________________________________________ Date
Member signature

Approved: ____________________________________________ Date
Supervisor signature

Approved: ____________________________________________ Date
Bureau Commander signature

THE PINELLAS COUNTY SHERIFF’S OFFICE IS AN AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE RECOGNIZE VETERAN’S PREFERENCE AS PROVIDED BY LAW AND ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE PINELLAS COUNTY SHERIFF’S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.