

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



CLINICAL SUPERVISOR – REGISTERED NURSE

JOB CODE: 27700	PAY GRADE: 24	PAY RANGE: \$64,927 - \$103,883
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GENERAL DESCRIPTION

Under the general supervision of the Nursing Director and Health Services Administrator, this position provides supervision of nursing and support staff. This position is responsible for evaluating patient care administered, facility conditions and equipment on a constant basis. Duties require considerable independent judgment and wide latitude of individual initiative in the interpretation of policies and procedures in making decisions and in instructing and leading subordinate members in routine and emergency situations. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensure subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Assists the Nursing Director in ensuring adequate staff coverage for the health services unit at all times; establishes work schedules and assigned duties; prepare periodic reports as requested; assists with interviews as required;
- Assigns work to designated shifts or directly to subordinates, directing and outlining cases and procedures, and recommending and instructing as to the best possible courses of action to be taken; makes periodic inspections of members, materials and work methods; monitors staff member's compliance with maintaining professional licensures and certificates;
- Responds to calls from other facilities, attorneys, family members, and other agencies regarding patient issues in a professional manner;
- Completes payroll entries on a daily basis; reviews and approves/denies time off and overtime requests, DCB reports, and uniform and training requests on a daily basis;
- Assists in the review/revision of policies and procedures, nursing protocols, emergency and other health care manuals; assists in the review and revision of orientation training

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- material and read-off training;
- Ensures subordinate conformance to Sheriff's Office policy, procedures and rules and regulations, and takes necessary steps to improve the overall operations; performs administrative details as assigned;
 - Attends/directs read-off training, documents bi-weekly staff meetings, and establishes agenda, and submits written minutes to administration within five (5) business days; attends supervisory staff meetings, Medical Audit Committee, and all other meetings required, or requested by the by the Nursing Director or Health Services Administrator; attends required supervisory training on an annual basis; provides input and facilitates staff education needs in conjunction with Infection Control Nurse as deemed useful/necessary by Program Administrator, Medical Director, Nursing Director, and staff;
 - Actively participates in quality improvement activities; prepares reports on the utilization of health care services; maintains statistics, as required; utilizes the results of Quality Assurance/Infection Control findings to improve standards of inmate care and the standards of nursing practice;
 - Monitors compliance with national and state standards, established policies, procedures, programs and clinical protocols; maintain communication between correctional and nursing staff, contracted providers, outside agencies, Medical Director, Nursing Director, and the Health Services Administrator;
 - Covers for the Infection Control Nurse, and Case Manager, or other nursing positions;
 - Ensures the proper flow of relevant information (policies, procedures, problems) to supervisor and administrative personnel; communicates necessary inmate health information to correctional staff on a need to know basis; communicates special "need to know" medical needs to transportation staff on a daily basis;
 - Supervises and evaluates work performance of nursing and support staff; completes PMP in a timely manner; conducts investigations and completes administrative investigative referrals as necessary; assists with counseling and staff development;
 - Reviews status of inmates with serious health problems, ensuring all necessary intervention and treatment is completed; ensures the provision of good quality patient care services in accordance with established standards of basic health care; monitors and/or evaluates physical safety requirements of both patients and staff to ensure a safe working environment;
 - Makes daily rounds in all clinical areas; ensures adequate supply levels; maintains communication with the pharmacy technician regarding the update/maintenance of emergency supplies and pharmaceuticals; resolves inmate issues and/or complaints related to patient care;
 - Respond to all emergencies on the compound; respond to circuit court to assess inmates on trial and provide verbal report to the officiating judge;
 - Participates in Sheriff's Office recruitment and community relations activities as directed.

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Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- High school graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education AND three (3) years of nursing experience with a minimum one (1) year in a correctional setting
- Graduation from an accredited registered nursing program
- Currently licensed as a Registered Nurse (RN) in the State of Florida
- Maintain appropriate, unrestricted credentials according to the licensure, certification, and registration requirements of the jurisdiction
- CPR – BLS or ACLS Certification
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to follow organizational procedures, policies, practices, rules and regulations governing activities of the administrative functions and their interpretations
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

Physical abilities listed below may have estimates listed of time spent during a typical work day to perform essential functions and responsibilities. Members in this position must be able to perform the following:

- Must be able to climb stairs for fire drills, Code 99, and other purposes
- Must have full range of motion to administer medical attention and perform CPR on the floor and in other confined areas
- Must be able to pass the annual skills assessment
- Sit up to 3 hours per day
- Stand up to 3 hours per day
- Walk up to 6 hours per day
- Continuously lift up to 10 lbs.
- Occasionally lift up to 50 lbs.
- Continuously reach or twist
- Frequently bend
- Occasionally squat or kneel