

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



NURSING DIRECTOR

JOB CODE: 27500	PAY GRADE: 26	PAY RANGE: \$72,565 - \$116,104
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GENERAL DESCRIPTION

Under the general supervision of the Health Services Administrator, the main focus of this position is the supervision of nursing services on a daily basis and the monitoring the health care service and utilization of professional services and resources. Work is reviewed through observation and results obtained. **Provides 24-hour on-call services as assigned.**

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Ensures adequate staff coverage for the Medical Staff Division 24/7; maintains inmate flow throughout the compound to assure maximum output with positive inmate outcomes;
- Supervises and evaluates work performance of the nursing staff and counsels employees found in violation of established policies, procedures, and practices;
- Conduct's command-level investigations, provides remedial education and disciplinary counseling upon determination of need;
- Monitors compliance with national and state standards, established policies, procedures, programs, and clinical protocols;
- Assists the Health Services Administrator by reviewing site specific healthcare policies and procedures, job descriptions, healthcare training, inmate and staff safety systems, nursing assessment protocols, etc.;
- Maintains communication between detention and nursing staff, contracted providers, outside agencies and upper medical administration;
- Complies with all rules, directives, policies, procedures and protocols of the Agency;
- Utilizes the Electronic Medical Record (EMR);
- Coordinates, completes and approves written evaluations on all nursing staff as assigned;
- Assists with the selection, purchasing, and inventory of durable medical equipment, capital items, etc.;
- Assists with the coordination of new member orientation, annual in-service training, and the C.E.U. program;
- Assists in the recruitment, screening and selection process for new members as well as retention programs;

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- Attends health and administrative meetings as required; ensures the proper flow of relevant information to health services personnel;
- Forms nursing committees to address process/procedure changes as indicated;
- Responds to grievances and inmate disputes with nursing staff; assists in resolving mid/upper level management issues;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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

- Graduation from an accredited college or university with a Bachelor of Science in Nursing (BSN) preferred
- Graduation from an accredited registered nursing program
- 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
- 5 years nursing experience in a correctional, county health, and/or emergency room/triage setting preferred
- Management experience preferred
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general management principles; human behavior; basic budgeting; computers; medical equipment; and nursing skills
- 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

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 4 hours per day
- Stand up to 2 hours per day
- Walk up to 2 hours per day
- Continuously lift up to 10 lbs.
- Lift up to 100 lbs.
- Continuously twist
- Frequently reach
- Occasionally bend, squat, or kneel