

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## CLINICAL SUPERVISOR

<b>JOB CODE: 27700</b>	<b>PAY GRADE: RN4</b>	<b>PAY RANGE: \$98,800 - \$124,800</b>
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### GENERAL DESCRIPTION

Under the general direction of the Director of Nursing and Medical Division Administrator (DON/MDA) and Assistant Director of Nursing (ADON), 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
- Ensures 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 DON/MDA and ADON in ensuring adequate staff coverage for the health services unit at all times; establishes work schedules and assigned duties; prepares 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

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- 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 material and read-off training
- Takes necessary steps to improve the overall operations; performs administrative details as assigned
- Attends/directs read-off training, documents biweekly staff meetings, and establishes agenda, and submits written minutes to DON/MDA and ADON within five (5) business days; attends supervisory staff meetings, Medical Audit Committee, and all other meetings required, or requested by the by the DON/MDA and ADON; 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, Medical Director, DON/MDA and ADON, 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; maintains communication between correctional and nursing staff, contracted providers, outside agencies, Medical Director, DON/MDA and ADON
- 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
- 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
- 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
- Participates in Sheriff's Office recruitment and community relations activities as directed



- 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. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- 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
- Consideration for this position requires a credit check

## **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 and twist
- Frequently bend
- Occasionally squat and kneel