



Licensed Practical Nurse (1143)

FLSA Status: Non-Exempt

Pay Grade: 16

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to provide quality medical care for the inmate population and employees of the Bullock County Correctional Institute.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Provides daily inmate medical services: conducts medical assessments of new inmates; distributes medications as prescribed by physician; screens inmates for medical complaints at Sick Call; determines level of care required and if inmate needs immediate medical care or care during bi-weekly physician clinic; checks on inmates in isolation; assists physician with clinic duties; conducts screening tests and blood draws; administers tuberculosis tests; provides immunizations; and initiates physicians written orders.

Responds to urgent and emergency medical situations: provides first aid, CPR and/or other emergency care after security has secured scene; provides life sustaining measures until Emergency Medical Services arrive to assume emergency care; and refers inmates to appropriate medical facility for non-life threatening attention as needed.

Maintains medical and department records: reviews and updates inmate medical charts as necessary; reviews diagnostic exams, treatment plans, medical history, physician orders, labs, tests, medication lists, and other records; obtains Informed Consents/Medical Records Release as required; reports all infectious disease as required by law; and ensures completion of workers' compensation forms.

Determines inmate medical clearance and classification: conducts initial clearance of new arrival inmates; reviews medical history and obtains required inmate forms; performs initial medical assessment; reviews a variety of medical forms and notes regarding pending consultations, tests, diagnostic studies and special diets; and performs assessments and provides medical clearance for inmates who have been sick or injured within the facility.

Conducts evaluations and prepares reports related to allegations of abuse: meets with inmates and staff involved with any PREA allegations; completes physical assessment and determines need for medical treatment of victim and/or aggressor; notifies outside agencies as needed and/or required; obtains labs and medications as necessary; and prepares all related documentation.

Reviews and verifies inmate medical bills: verifies correct pricing and services rendered to facility inmates; resolves discrepancies; sends bills for repricing if incorrect; and submits final bills to County accountant for payment.

Consults and assists with County wellness initiatives as needed.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; graduation from an accredited practical nursing certification program required; supplemented by one year of experience in providing nursing care; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must be a Registered Nurse with the Georgia Board of Nursing. Must obtain and maintain Basic Life Support (BLS) Certification.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide specialized or professional level counseling and medical treatment to others that typically requires certification and/or a bachelor's degree in a specific field.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling,

crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, temperature and noise extremes, bright/dim lights, toxic agents, animal/human bites, firearms, violence, disease, pathogenic substances, or rude/irate customers.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019