

# County of Yellowstone

## Class Specification

<b>Class Title</b>	<b>Licensed Practical Nurse</b>
<b>Class Code Number</b>	<b>5105</b>
<b>Administrative Service Category</b>	<b>Classified Service</b>
<b>Adopted</b>	<b>June 1, 1996</b>

### General Statement of Duties

Performs a variety of nursing and clerical duties in the County's Detention Facility; does related work as required.

### Distinguishing Features of the Class

This is responsible nursing work for the provision of on-site medical services to prisoners of the County's detention facility. The work is performed under the general direction and supervision of the Detention Captain but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with Detention Captain, Sergeants, Officers, medical consultants, inmates and facility visitors. Because the work is performed in close proximity with persons convicted of felony offenses, the work involves an element of personal danger.

### Examples of Essential Work (Illustrative Only)

- Provides nursing care, first aid and medical services to detention facility inmates and staff;
- Conducts medical evaluations, screening, assessments and evaluates inmate medical requests for severity and treatment;
- Provides support to medical consultants with duties and monitors and logs medication and treatment regimes;
- Administers medications and establishes, coordinates, monitors, and adjusts inmate medication schedules;
- Inventories, orders and stocks medications and medical supplies;
- Contacts other medical professionals for medical treatment verification and clarification, information and to schedule inmate medical appointments;
- Performs intake booking and release duties such as fingerprinting, mug shot photography and supervises intake showering and dressing in county approved uniforms;
- Types, enters data, organizes, maintains and ensures confidentiality and proper disposition of inmate files;

- Answers and refers information requests from the public, inmate family and friends and the media;
- Provides information concerning release dates and coordinates bonds, cash transactions and administrative actions;
- Performs strip searches of inmates when requested by supervisors and law enforcement personnel;
- Documents cash accounting, bonding and indigent transactions;
- Inventories, documents and provides secure storage for inmate personal property;
- Releases personal property to proper parties and documents the transaction;
- Participates with Detention Officers in the escorting and controlling of inmates as requested;
- Receives, screens and sorts inmate mail;
- Attends meetings, conferences and workshops as requested and authorized;
- Performs related work as required.

### **Required Knowledge, Skills and Abilities**

- Thorough knowledge of nursing and emergency care principles and practices;
- Thorough knowledge of medication distribution, use and possible side effects;
- Thorough knowledge of inmate intake and release policies, procedures and techniques;
- Good knowledge of detention facility operations, safety and practices;
- Good knowledge of general office practices, procedures and equipment;
- Good knowledge of business arithmetic, English composition and spelling;
- Ability to apply first aid and provide emergency care in a detention facility;
- Ability to type and make computer data entries at a reasonable rate of speed;
- Ability to establish and maintain complex clerical records and files and to prepare written reports from such information;
- Ability to handle a wide variety and high volume of complex clerical, detention and administrative support tasks concurrently while under the pressure of fixed time lines and in an atmosphere of personal danger;
- Ability to communicate well with the Detention Captain, Detention Sergeants, Detention Officer, other nurses, law enforcement and emergency response personnel, inmates and the general public both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with other County employees, supervisory personnel and inmates;
- Ability to prepare accurate and reliable reports containing findings, recommendations, bookkeeping data and confidential and inmate control information;
- Ability to operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- Graduation from a high school, supplemented by additional education and training in nursing; and
- Some nursing experience in an institutional setting; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Possession of a valid Practical Nurse License issued by the State of Montana.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to elicit and document information from people from a wide variety of socio-economic backgrounds and communicate well with supervisors, employees, law enforcement personnel and inmates;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to differentiate medications, perform first aid and apply sutures, log and document personal items, monitor for suspicious activities and conduct searches of individuals and personal property;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to provide medications, perform first aid, operate general office equipment, radios and detention facility safety controls;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to monitor and control inmate activities, transport personal property and monitor inmate medical requirements;

. . . END . . .