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EMPLOYEE JOB DESCRIPTION
SHERIFF'S DEPARTMENT

JOB IDENTIFICATION: MEDICAL CLINIC NURSE

TITLE OF SUPERVISOR: SHERIFF & CHIEF DEPUTY, CAPTAIN & LT. CORRECTIONS
NORMAL WORK SCHEDULE: ON CALL 24 HOURS A DAY/7 DAYS/WEEK
FSLA STATUS: NONEXEMPT

JOB SUMMARY:

TO GIVE PHYSICALS ON ALL INMATES. TO SEE THAT MEDICAL SUPPLIES ARE UP TO DATE, ORDERED AND IN STOCK, AND TO GIVE IN-SERVICE TRAINING TO JAIL EMPLOYEES

JOB DUTIES:

ESSENTIAL DUTIES:

CONDUCT SICK CALL AS NEEDED
INSERVICE TRAINING TO JAIL EMPLOYEES
ORDER MEDICAL SUPPLIES
SUPERVISE AND HELP DOCTOR WITH SICK CALL
KEEP RECORDS ON ALL INMATES
MAINTAIN AND CONTROL ALL MEDICATION IN MY CHARGE
ARRANGE APPOINTMENTS WITH OTHER DOCTORS
ON CALL 24 HOURS PER DAY
ANY OTHER DUTIES ASSIGNED BY THE SHERIFF

PHYSICAL REQUIREMENTS:

ABLE TO MAINTAIN CONTROL IN AN EMERGENCY AND CAPABILITY TO STAND ON FEET FOR SEVERAL HOURS

WORKING CONDITIONS:

WORK IS PRIMARILY INDOORS. MUST BE ABLE TO HANDLE INMATES WITH CAUTION AND IN A PROFESSIONAL MANNER

QUALIFICATIONS:

EDUCATION REQUIRED:

LICENSED IN THE STATE OF TENNESSEE AND IN GOOD STANDING

EXPERIENCE:

MUST HAVE AN UNDERSTANDING OF MEDICAL TERMINOLOGY, KNOWLEDGE OF MEDICATIONS, SIDE EFFECTS OF MEDICATIONS, AND THE SIGNS AND SYMPTOMS OF DISEASES.

SPECIAL SKILLS:

ABILITY TO DO AN EKG, KNOW CPR, KNOWLEDGE OF MEDICATION AND SIDE EFFECTS,
CONDUCT PHYSICAL EXAMINATIONS, TREAT DISEASES AND INJURIES.

CONTACT WITH OTHERS:

CONTACT WITH DOCTORS, ALL JAIL INMATES, AND EMPLOYEES OF THE SHERIFF'S DEPARTMENT

LICENSES AND CERTIFICATES:

DRIVER'S LICENSE
LPN LICENSE

EMPLOYEE

DATE

DATE