



<p><b>POSITION DESCRIPTION</b></p> <p><b>Corrections LPN</b></p> <p><b>FLSA Status: Non Exempt</b>  <b>Classification: Occupational</b>  <b>Salary Grade/Band:</b></p>	<p style="text-align: right;"><b>9 June 2015</b></p> <p><b>Reports to: Duchesne County Corrections Corporal</b>  <b>Revised: _____</b>  <b>Human Resources Initials: _____</b></p>
<p><b>POSITION PROFILE</b></p> <p>Licensed Practical Nurse (LPN) will evaluate inmates and provide comprehensive medical care while observing and maintaining the requirements of security within the Duchesne County Jail. A correctional LPN will provide inmate services in an orderly, respectful, and disciplined manner, consistent with the professionalism expected of all Sheriff's Office employees. LPN will respond in emergency situations and perform additional correctional/administrative duties as assigned. LPN will work under the general guidance and direction of the contracted medical providers and the jail administration.</p>	
<p><b>GOALS</b></p> <ul style="list-style-type: none"> <li>• To provide safety and security of incarcerated inmates.</li> <li>• To maintain county, office and personal integrity.</li> <li>• To enhance inmate development.</li> <li>• To provide medical attention to inmates in a confidential and professional manner.</li> </ul>	
<p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Complying with court orders, medical department rules and the policies and procedures of the Duchesne County Sheriff's Office.</li> <li>• Assessing, planning, and delivering nursing care to detained and committed.</li> <li>• Coordinating multiple medical services for diagnosis and treatment as directed by the physician.</li> <li>• Maintaining aseptic techniques and infection control precautions as required.</li> <li>• Assisting screening of apparent emergencies for necessity and priority to be seen by the physician and conduct daily sick call screening.</li> <li>• Checking and changing surgical dressings as required.</li> <li>• Maintaining working knowledge of pharmacology, including drug reaction/overdose.</li> </ul>	

- Maintaining working knowledge of therapeutic diets and nutrition.
- Maintaining working knowledge of social and behavioral sciences, particularly as applied to the correctional institutional setting.
- Administering CPR instructions and ability to take charge in a CPR emergency.
- Administering medications including IM injections upon physician's orders.
- Recommending improved procedures, equipment, and supplies to Supervisor.
- Participating in periodic quality of care and chart review.
- Notifying supervisor and completing written reports for any medical or security incidents.
- Maintain professional attitude at all times.
- Any and all other duties as assigned.

**EDUCATION AND EXPERIENCE**

- One (1) year experience as an LPN.
- Working in a correctional facility experience preferred, but not required.

**LICENSE AND CERTIFICATION**

- Must have a current and valid Utah Driver License; and
- LPN must have a current state nursing license, CPR certification and other certifications as required.

**SKILLS/ABILITIES**

- Knowledge of local, state and federal laws.
- Knowledge of office practices and procedures. .
- Ability to react effectively and safely in emergency and stressful situations.
- Ability to problem solve.
- Attentive to detail including the ability to observe multiple activities and quickly identify inappropriate inmate conduct.
- Basic computer skills.
- Ability to detect hazards and correct problems to ensure a safe working environment.
- Ability to communicate effectively verbally and in writing.

**PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

<p><b>LANGUAGE SKILLS</b></p> <ul style="list-style-type: none"> <li>• Must be able to write clearly, concisely and communicate effectively in English.</li> <li>• Must be able to respond professionally to inquiries from the public and other agencies in both written and verbally.</li> <li>• Must be able to read and understand state, federal, and local regulations governing correctional operations and other related regulations associated with governmental agencies.</li> </ul>
<p><b>REASONING ABILITY</b></p> <ul style="list-style-type: none"> <li>• Ability to carry out instructions furnished in written or verbal form.</li> <li>• Ability to interpret numerical reports.</li> <li>• Ability to make independent judgments requiring quick and effective decision making.</li> </ul>
<p><b>PHYSICAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, run, crouch, or crawl.</li> <li>• The employee must occasionally lift and/or move up to 50 pounds and move more than 100lbs with assistance.</li> </ul>
<p><b>HAZARDS</b></p> <ul style="list-style-type: none"> <li>• Work regularly exposes the incumbent to potentially hostile situations and to individuals that are angry, agitated or otherwise upset.</li> <li>• Many functions of the work pose high degree of hazard uncertainty. Periodic exposure to the presence of blood borne or airborne pathogens.</li> <li>• Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals.</li> <li>• Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves.</li> </ul>
<p><b>ADA STATEMENT</b></p> <ul style="list-style-type: none"> <li>• Ability to perform the essential functions of this position with or without reasonable accommodation.</li> </ul>

Comment [SC1]: Seems too low.

**DISCLAIMER:** The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.