

# **LICENSED PRACTICAL NURSE MEDICAL SUPERVISOR**

## **GENERAL DEFINITION OF WORK:**

Performs responsible nursing care to the detainees. Work is performed in a secure detention facility and requires conformance to security policy and procedure. Work is performed under the general supervision of the Assistant Superintendent of Operations and the medical supervision of Physician.

## **TYPICAL DUTIES:**

- Provides and administers general nursing care and related services to the detainees;
- Performs documentation in detainee medical records and flow sheets;
- Maintains inventory of medical supplies and prescription drugs;
- Dispenses medications to the detainees as directed by the physician;
- Maintains detainee medical records;
- Conducts medical histories of the detainees;
- Conducts screening of detainees with health complaints;
- Implements medical policies and procedures;
- Organizes and Accompanies physician on detainees' visits (sick calls, physicals, etc.)
- Schedules detainees' doctor visits outside of the facility;
- Obtains medications from families or pharmacy for the detainees;
- Process paperwork for payment of medical services and medications;
- Assist in providing training for staff and conducting groups for detainees;
- Conduct pre-employment physicals, PPD's, and drug screenings for new hire employees;
- Administer annual PPD'S to employees;
- Administers Hepatitis injections to detainees and staff;
- Collects blood, urine, stool, etc., samples for detainees as directed by physician;
- Ensures the health, comfort and safety of the detainees;
- Performs other duties as required;

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of the principles, standards, practices and techniques of nursing.
- Ability to carry out several different tasks at once;

Demonstrate the ability to provide supervision and give direction;

General knowledge of the interest, problems, and activities of the juveniles. Must have the ability to empathize with a wide variety of people. Must be able to provide encouragement and support to others;

Some knowledge of juvenile's psychological behavior.

General knowledge of the rules, regulation, procedures and policies pertaining to nursing services of the assigned institution.

General knowledge of basic computer applications;

Ability to follow written and oral instructions. Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationship. Ability to deal with people who are difficult, under stress, frightened, or upset. Ability to stay calm and controlled in crisis situations. Ability to promote teamwork. Ability to work effectively with co-workers, detainees and other professionals;

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited School of Nursing and some experience in professional nursing work and preferably some supervisory experience. Must have license (LPN) issued by the state of Virginia.

**PHYSICAL REQUIREMENTS:**

Must have the physical ability to lift a minimum of 40 lbs. Must be able to walk and stand for long periods of time.

**SPECIAL REQUIREMENTS:**

Must maintain a current certification in OSHA and a current Tuberculin skin test (PPD). Must have and maintain a current LPN license. Must be willing to be the trainer in the facility OSHA program, CPR, first aid, and Medication Agent. Must observe the code of medical ethics. Must be a successfully certified trainer within 180 days of employment.

This is a job description and not an individualized position description. A job description defines the general character and scope of duties and responsibilities of all positions in a job classification. But it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.