

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



DIRECTOR OF NURSING

JOB CODE: 27250

PAY GRADE: MED08

SALARY RANGE: \$135,200

GENERAL DESCRIPTION

Under the general supervision of the Commander of the Support and Health Services Bureau, the main focus of this position is the supervision of nursing services and accountability for the strategic, operational, and/or management outcomes for the medical division. The Director of Nursing (DON) arranges for all levels of health care and assures quality, accessible and timely health services for inmates. Under the direction of the Health Services Administrator (HSA), the DON implements, monitors and manages the Inmate Healthcare activities, and all required services; is familiar with a variety of the field concepts, practices, and procedures; relies on extensive experience and judgment to plan and accomplish services objectives. Work is reviewed through observation and results obtained. **Provides 24-hour on-call services as required.**

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring, in conjunction with the HSA
- Reviews subordinates work performance conducts open and honest performance counseling, appraisals and evaluated conditions of performance on all nursing staff as assigned and initiates corrective action and/or disciplinary action as necessary
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Ensures adequate staff coverage for the Medical Staff Division 24/7; maintains inmate flow throughout the compound to assure maximum output with positive inmate outcomes
- Complies with all rules, directives, policies, procedures, and protocols of the Agency
- Conducts command-level investigations, provides remedial education and disciplinary counseling upon determination of need, in conjunction with the HSA
- Responds to inmate grievances and disputes with nursing staff and assists in resolution of mid/upper-level management issues
- Reviews and approves payroll, overtime, uniform disbursement, and healthcare related invoices
- Forms and oversees staff committees to address process/procedure changes as indicated

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- Maintains communications between detention and nursing staff, contracted providers, outside agencies, and upper medical administration
- Utilizes the Electronic Medical record(EMR) system for patient records management
- Reviews division operations to ensure compliance with established standards and all applicable national and state health care standards, laws, regulations, codes, and rules for correctional facilities, in collaboration with the HSA
- Oversees and monitors processes to ensure compliance with all healthcare related accreditation standards: notifies appropriate personnel of any deviations from standards
- Monitors fiscal resources, including budget preparation, office/medical supplies including durable medical equipment as well as capital equipment, contract services, etc.; makes recommendations for decreasing costs; provides necessary information to the HSA and/or Commander of the Support and Health Services Bureau for review/action, in conjunction with the HSA
- Reviews, revises, and annually approves site specific healthcare policies and procedures, job descriptions, staffing analysis, healthcare training for corrections and health care personnel, orientation lesson plans, emergency response plans, patient and staff safety systems, nursing assessment protocols, etc., in collaboration with the HSA
- Monitors the implementation and effectiveness of health services policies, procedures, and programs; ensures that all patients receive quality care in keeping with community standards, in collaboration with the HSA
- Monitors, and maintains a quality management and cost containment program; recommending methods for improving operation, efficiency, workload, and cost effectiveness
- Monitors all potential inmate catastrophic illnesses and the use of available resources to maintain costs by monitoring pharmaceutical, diagnostic and contract service costs, in collaboration with the HSA
- Reviews collected data, performs analysis and trending from monthly statistical reports along with explanations and recommendations
- Reviews and improves operational procedures to mitigate risk and program inefficiencies
- Works with the HSA in seeking out and obtaining written agreements with contracted professional providers; monitors the services rendered by contract providers
- Oversees the recruitment, retention, orientation, employee health training, and performance of all PCSO medical division personnel; ensures appropriate initial and continuing licensure and certification for all division personnel
- Attends health and administrative meetings as required; ensures the proper flow of relevant information to detention and PCSO Medical Division personnel
- Works closely with the HSA, Medical Director and Department of Detention and Corrections staff to assure the goals of the organization are met
- Regular and reliable attendance is required as an essential function of the position

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- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in a health-related field; Master's Degree in Business or health-related field preferred
- Six (6) years' leadership experience administering correctional facilities healthcare programs
- Or equivalent combination on education and experience
- Currently licensed as a Registered Nurse (RN) in the State of Florida – or higher license
- Certified Correctional Health Professional (CCHP) – Must obtain within 1 year of position start date
- CPR or ACLS certification
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and experience in management as required for the day-to-day effective management of the fiscal, human resource, and quality of service needs for the division
- Knowledge of budget development, preparation and maintenance as applied for daily operations and assisting with meeting organizational fiscal responsibilities
- Communication skills, both verbal and in writing, as necessary for successful performance of job duties
- Ability to compile, organize, and analyze data, research, and prepare reports and assist with day-to-day monitoring/planning of strategic/operational goals and objectives
- Knowledge and experience in correctional healthcare operations to include NCCHC, ACA, and FMJS accreditation standards
- Working knowledge of Microsoft Word, Excel, and Publisher
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 4 hours per day
- Stand up to 2 hours per day
- Walk up 2 hours per day
- Continuously lift up to 10 lbs.
- Occasionally lift up to 75 lbs.
- Continuously reach or twist
- Occasionally bend, squat and kneel