

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ADVANCED REGISTERED NURSE PRACTITIONER (ARNP)

JOB CODE: 37050	PAY GRADE: 28	PAY RANGE: \$79,200 - \$126,720
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GENERAL DESCRIPTION

Under the general direction of the Medical Director, the main focus of this position is to evaluate and treat inmates for their serious health conditions. This position will evaluate inmates during routine sick call, or may complete annual physical examinations; respond to medical emergencies; conduct chronic clinic visits; and perform minor surgical/suturing procedures within the scope of the license. Work is performed under the supervision of a physician licensed in the State of Florida. Work is reviewed through observation and results obtained. **This position provides after hours call coverage as scheduled.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Document effectively and efficiently, all services rendered or ordered for an inmate in the electronic health record (EMR);
- Assist in the development, implementation, monitoring, and annual review of health care policies and procedures, as well as Clinical Guidelines and health related training materials;
- Review and countersign diagnostic studies; inform inmates of the results, order medications and treatments as indicated, and document justification for any change in treatment modality; reviews outside records and makes clinical decisions based on the inmate's condition;
- Attend all Continuous Quality Improvement (CQI when requested, Practitioner, and other meetings as required;
- Interview/examine inmates to formulate a medical diagnosis; prescribe appropriate treatment modalities, and communicate appropriate level of housing, programs, etc.;
- Prescribes medications within the constraints of the ARNP Protocols as agreed to by the Medical Director; obtains/documents consents, and manages inmates on these medications on a regular basis;
- Communicates and maintains an effective working relationship with Medical, Mental Health, Administration, Pinellas County Jail Staff, and outside provider agencies;
- Complies with all rules, directives, policies, procedures, and protocols of the department and agency;
- Participates in training/orientation of new employees;

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- Orders lab/diagnostic tests as needed; consults with and makes referrals to other medical staff;
- Participates in continuous quality improvement activities; gathers data via chart reviews and formulates action plans;
- Remains fiscally responsible by utilizing the formulary and ordering only medically necessary diagnostic tests/procedures; and maintains statistics as required;
- Perform audits/studies on healthcare topics in order to improve processes and procedures, decrease costs, etc.;
- Follow the Pharmacy Formulary and other guidelines as provided by the Medical Director and Health Services Administrator;
- Performs minor surgical procedures including, but not limited to, suturing laceration, I&D, biopsy of skin lesions, treatment of burns, wound care and debridement, nail removal, local anesthesia administration;
- Counsels inmates on proper hygiene, prescribed treatment, chronic disease management and preventative care, and document instruction in the EMR;
- 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 Master of Science in Nursing (MSN) or post-Master's Certification
- Maintain appropriate, unrestricted credentials according to the licensure, certification, and registration requirements of the jurisdiction
- License as an Advanced Registered Nurse Practitioner in the State of Florida; Family Practice, Adult Health, or Acute Care Certification
- CPR-Basic Life Support or ACLS Certification
- 1 year experience as an ARNP
- Must possess a valid Florida driver's license



KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to utilize diagnostic skills to assess and discern real and fictitious illnesses and injuries in a timely manner
- Ability to utilize effective time management skills to accommodate the normally scheduled inmates seen daily, and handle emergent cases while fielding phone inquiries from staff regarding med orders, annual H&Ps, and reviewing medical records obtained from outside sources
- Ability to apply effective interpersonal skills to be inmate with inmates and staff in an ever changing environment, especially taking into account that client group is highly manipulative
- Ability to interpret basic X-rays to focus in on an inmate complaint and diagnose in a timely manner to provide prompt intervention
- 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 work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 3 hours per day
- Stand up to 3 hours per day
- Walk up to 2 hours per day
- Frequently lift up to 10 lbs.
- Occasionally lift up to 50 lbs.
- Continuously reach or twist
- Frequently bend
- Occasionally squat or kneel