

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



Health Services Monitor

JOB CODE: 27300	PAY GRADE: 17	PAY RANGE: \$46,800 - \$74,880
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GENERAL DESCRIPTION

Under the general direction of the Health Services Administrator, the main focus of this position is monitoring healthcare contracts, quality management and cost containment programs, policies, procedures and protocols for the Medical Section of the Department of Detention and Corrections. Incumbents in this class provide technical assistance, consultation, and interpretation of program policy to detention staff, vendors, and to the Sheriff's management team. Work involves monitoring the health services program to ensure that all operations, policies and procedures of the medical facility are in strict compliance with applicable federal, state and county laws, rules and regulations, as well as established rules, policies and orders of the Sheriff's Office and the guidelines established by the American Correctional Association (ACA), National Commission on Correctional Health Care (NCCHC), Florida Model Jails (FMJ), Prison Rape Elimination Act (PREA), Health Insurance Portability and Protection Act (HIPPA), Nurse Practice Act, Medical Practice Act, Florida Statute and Florida Administrative Code. Work entails independence of judgment and actions utilizing knowledge of health services within the corrections detention environment. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Reviews medical documentation and monitors patient care to assure timeliness of care and assure compliance with community, regulatory and accreditation standards are met to mitigate risk; reports discrepancies to staff and makes recommendations for improvement;
- Monitors the delivery of health services by reviewing agency goals and objectives, available statistical data, unusual incident reports, health care audits, and other records available from the Department of Detention and Corrections;
- Develops and maintains quality management and cost containment programs, recommending methods for improving operation, efficiency, workload, and cost effectiveness;
- Observes practices, reviews documents, and conducts regular inspections; promotes compliance with health and safety related regulations and standards in accordance with established agency policies, FMJS, ACA NCCHC, OSHA and PREA;

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- Participates in health and administrative meetings as required, and participates in programs which monitor quality improvement and infection control;
- Assists in the development, implementation, monitoring, and annual review of health care policies and procedures as required;
- Maintains and revises new and existing contracts; confers with management as indicated and maintains contact with vendors and off-site providers to negotiate services and rates that optimize cost efficiencies;
- Reviews and revises Nursing Protocols, Clinical Guidelines, Diagnostic Procedures, Infirmary Care Manual, Pharmacy Manual, Infection Control Manual, Electronic Health Record Templates and medical forms in coordination with appropriate staff to meet standards and comply with agency policy and meet the needs of healthcare staff and off-site providers;
- Assists the Nurse Educator and Field Training Nurse Coordinator during disaster drills, man-down drills and related educational events;
- 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 public administration, business administration, or other health related field
- Certified Correctional Health Professional (CCHP) and Licensed Healthcare Risk Manager (LHRM)
- Two (2) years' experience in correctional environment
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of healthcare and corrections laws, rules and accreditation standards
- Knowledge of healthcare services techniques, practices, and procedures
- Ability to research, investigate and prepare reports using the Electronic Health Record, Jail Management Software, the Internet and various Microsoft Office applications such as Excel and Publisher
- Ability to compile, organize and analyze data, create reports, documents and presentations and make recommendations based upon findings
- Ability to design, develop and format spreadsheets

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- Detail orientated and critical thinking skills
- Ability to communicate effectively, both orally and in writing
- Self-motivated with the ability to multi-task and problem solve
- Ability to interact effectively and courteously with all, and to establish and maintain effective working relationships with members other agencies and the public
- Ability to keep and maintain current licenses/certifications and continuing education requirements necessary for the assignment
- 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 5 hours per day
- Stand up to 1 hour per day
- Walk up to 2 hours per day
- Occasionally lift up to 25 lbs.
- Frequently reach or twist
- Occasionally bend, squat, or kneel