

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



NURSING DIRECTOR

JOB CODE: 27500	PAY GRADE: N26	PAY RANGE: \$68,400 - \$109,440
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GENERAL DESCRIPTION

Under the general supervision of the Health Services Administrator, the main focus of this position is the supervision of nursing services on a daily basis and the monitoring the health care service and utilization of professional services and resources. Work is reviewed through observation and results obtained. **Provides 24-hour on-call services as assigned.**

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 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;
- Supervises and evaluates work performance of the nursing staff and counsels employees found in violation of established policies, procedures, and practices;
- Conduct's command-level investigations, provides remedial education and disciplinary counseling upon determination of need;
- Monitors compliance with national and state standards, established policies, procedures, programs, and clinical protocols;
- Assists the Health Services Administrator by reviewing site specific healthcare policies and procedures, job descriptions, healthcare training, inmate and staff safety systems, nursing assessment protocols, etc.;
- Maintains communication between detention and nursing staff, contracted providers, outside agencies and upper medical administration;
- Complies with all rules, directives, policies, procedures and protocols of the Agency;
- Utilizes the Electronic Medical Record (EMR);
- Coordinates, completes and approves written evaluations on all nursing staff as assigned;
- Assists with the selection, purchasing, and inventory of durable medical equipment, capital items, etc.;
- Assists with the coordination of new member orientation, annual in-service training, and the C.E.U. program;
- Assists in the recruitment, screening and selection process for new members as well as retention programs;

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- Attends health and administrative meetings as required; ensures the proper flow of relevant information to health services personnel;
- Forms nursing committees to address process/procedure changes as indicated;
- Responds to grievances and inmate disputes with nursing staff; assists in resolving mid/upper level management issues;
- 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 of Science in Nursing (BSN)
- Graduation from an accredited registered nursing program
- Licensed as a Registered Nurse (RN) in the State of Florida
- Maintain appropriate, unrestricted credentials according to the licensure, certification, and registration requirements of the jurisdiction
- CPR – BLS or ACLS Certification
- 5 years' nursing experience in a correctional, county health, and/or emergency room/triage setting preferred
- Management experience preferred
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general management principles; human behavior; basic budgeting; computers; medical equipment; and nursing skills
- 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 4 hours per day
- Stand up to 2 hours per day
- Walk up to 2 hours per day
- Continuously lift up to 10 lbs.
- Occasionally lift up to 100 lbs.
- Continuously twist
- Frequently reach
- Occasionally bend, squat, or kneel