

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ASSISTANT DIRECTOR OF NURSING

JOB CODE: 27510	PAY GRADE: RN-AD	PAY RANGE: \$114,400 - \$130,000
------------------------	-------------------------	---

GENERAL DESCRIPTION

Under the general supervision of the Director of Nursing and Medical Division Administrator, the main focus of this position is the supervision of nursing services on a daily basis, monitoring of health care services, 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

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensure 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)
- Under the direction of the Director of Nursing and Medical Division Administrator (DON/MDA) and contract provider Health Services Administrator (HSA) 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 DON/MDA and contract provider HSA 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;

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



- Utilizes the Electronic Medical Record (EMR) system for patient records management;
- 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;
- 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.

Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

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 from a registered nursing program. Bachelor of Science in Nursing (BSN) preferred
- AND five (5) years nursing experience in a correctional, county health, and/or emergency room/triage setting preferred
- Or equivalent combination of education and experience
- Licensed as a Registered Nurse (RN) in the State of Florida
- Leadership experience preferred
- Maintain appropriate, unrestricted credentials according to the licensure, certification, and registration requirements of the jurisdiction
- CPR – BLS or ACLS Certification
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check



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 75 lbs.
- Continuously twist
- Frequently reach
- Occasionally bend, squat, or kneel