

Required/Preferred Skills, Knowledge and Abilities

Licensed Practical Nurse (Corrections)

Brown County Sheriff's Office

Job Title: Licensed Practical Nurse (LPN) (Corrections)

Office: Brown County Sheriff's Office

Job Classification: Deputy Sheriff (LPN), Corrections)

Approved By: Sheriff

Approval Date: 2/25/18

Required Skills, Knowledge and Abilities:

- Applicant must be a Citizen of the United States and be 21 years or age or older.
- Applicant must possess a valid operator's license.
- Must possess a high school diploma or G.E.D.
- Applicant must possess valid certificate to practice as a LPN in accordance with requirements set by the Ohio Administrative Code 4723-7.
- Applicant must possess physical capability to perform standing, walking and low to moderate physical activity.
- Applicant must possess the physical capability to use medical equipment and instruments
- Must not have been convicted of a felony, domestic violence, or perjury.

Preferred Skills, Knowledge and Abilities:

The applicant should possess basic computer skills and strong writing skills. Training and/or experience in a correctional facility or jail would be viewed favorably. Experience in treatment of drug addiction is beneficial.

Job Description - Deputy Sheriff (LPN) (Corrections)

Brown County Sheriff's Office

A deputy sheriff (LPN) assigned to corrections will perform the following tasks and action while in the performance of his/her tour of duty. He/she will manage the medical program and all medical personnel assigned to jail. He/she will provide initial medical screenings and provide basic medical healthcare screening and treatment to inmates based on inmate complaint, standing orders and within the Ohio LPN Scope of Practice. The deputy sheriff (LPN) will develop restricted medical files for inmates retained in the Brown County Jail and will document any medical treatment provided while the inmate is incarcerated to include transportation to other medical care facilities for higher level medical care. The deputy sheriff (LPN) will convey physician's orders, respond to the jail and or refer to higher level of care when contacted by staff during On Call hours. He/she will dispense prescribed and Over the Counter (OTC) medications to inmates as deemed medically necessary and record use and disposal of unused medication. The deputy sheriff (LPN) will manage the Vivitrol program and assess those inmates who may pose a risk to themselves or others and advise corrections staff to ensure appropriate protective action can be taken to safeguard staff and inmates. He or she will provide advice and assistance in providing CPR and other immediate life saving training for Brown County Sheriff's Office staff and recommend purchase/replacement of medical equipment. The deputy sheriff (LPN) will respond to immediate reports of emergency medical response needed within the jail or Brown County Sheriff's Office facility.

Detailed information regarding this job description can be found in the deputy sheriff (LPN) task analysis.

The Brown County Sheriff's Office is an equal opportunity employer.

Deputy Sheriff, (LPN),(Corrections)

Brown County Sheriff's Office

Task Analysis

There are two main components of the task analysis: the tasks to be performed and their respective frequencies of performance. First, the tasks are listed on the left and represent independent work units that reflect something to be done by the individual holding this position. Each task should stand alone, and each contains many sub-unit tasks which are listed on the task analysis amplification.

Second, the frequency of performance for each task is listed to the right of the specific task. The frequency does not carry a specific time reference although there is an inherent assumption that the more frequently a task is performed, the more time that is devoted to that specific task. The frequency scale used herein ranges from (3) to (1) and is broken down as follows: a. Very Frequently (3) b. Frequently (2); c. Occasionally (1). The caption FREQUENCY - and a numerical designation are printed above the task analysis amplification where appropriate. Each caption is followed by a listing of task and the sub-units inherent in each task.

The criticality of each task listed is identified in the frequency that the task is performed or a designation of “**critical task** ”. The more frequent a specific task is performed, the more critical it is for the performer to possess the skills, knowledge, and abilities to complete this task successfully. The individual assigned to this specific position must be able to perform those tasks that are identified as frequent tasks to be successful in this position. Certain tasks may be infrequent but must be performed successfully to avoid a major negative impact upon the individual and/or organization. These infrequent critical tasks are identified with the designation “**critical task** ” in both the task list and the task analysis amplification.

This task analysis is mathematically accurate and should serve as the foundation for building a job description which is job related. The task analysis is flexible and should be updated as changes in various components of the task analysis occur.

Task Analysis

Deputy Sheriff, (LPN, Corrections)

TASK	FREQUENCY
Manage the Medical Program and Medical Personnel Assigned/Brown County Jail	3 – Very Frequently
Initial Health Screening/Provide Medical Treatment	3 - Very Frequently
Develop and Maintain Medical Records	3 - Very Frequently
Recommend Medical Transport for Higher Level of Care	3 - Very Frequently
Respond via Telephone/or On-Site for "On-Call" Inmate Medical Issues	3- Very Frequently
Verify/Administer/ Document Provision of Medications and Dispose of unused Medication	3 - Very Frequently Critical Task
Assess Inmates Who May Pose Danger to Self or Others	2 - Frequently Critical Task
Assist with the Vivitrol Program	2- Frequently
Provide Advice and conduct First Responder Training	2 - Frequently
Recommend Purchase/Replacement of Medical Equipment	2 - Frequently
Provide Immediate Medical Response	2 - Frequently Critical Task

Task Analysis Amplification

Deputy Sheriff, (LPN, Corrections)

Frequency - 3

1. Manage the Medical Program and Medical Personnel Assigned to the Brown County Jail to include: (a) meet with Jail Physician and review scope of practice and protocols in place at the Brown County Jail, (b) review scope of practice and protocols with jail paramedics, (c) address any changes or new medical requirements with the Jail Administrator to ensure jail medical compliance, (d) be available “on-call” to respond to questions or medical issues that are encountered by paramedics or corrections staff, (e) provide oversight of the medication review and delivery to include ensuring only medical personnel conduct medication injections.

Frequency - 3

2. Initial Health Screening/Provide Medical Treatment to include: (a) review intake medical screening documents and identify any medical issues or prescribed medication, (b) prioritize the provision of medical care that can be provided within scope of practice based upon medical screening documents or inmate complaint, (c) develop a priority of assessment and schedule medical assessments to be performed in a timely manner, (d) verify prescribed medications and ensure sufficient quantities are available for to be dispensed (e) Provide follow-up medical care that is within scope of practice.

Frequency - 3

3. Develop and Maintain Health Records to include: (a) identify initial medical screening documents necessary for medical assessment and develop medical files, (b) request copies and secure all medical documents pertaining to chronic medical issues, prescribed medications and courses of treatment, (c) retain copies on documentation regarding inmate medical transport, treatment at higher level medical facilities and Physician orders, (d) maintain documents regarding inmate psychological assessments or orders (e) file any medical documentation, testing ordered, or any images captured while an inmate is in custody at the Brown County Jail (f) follow all federal/state medical guidelines pertaining to medical records storage and dissemination

Task Analysis Amplification

Deputy Sheriff, (LPN, Corrections)

Frequency - 3

4. Recommend Medical Transport for a Higher Level of Care to include: (a) identify medical issues that cannot be effectively treated within the jail environment, (b) made initial notification to corrections staff that medical transport will be necessary for a specific inmate, (c) make necessary coordination with higher level medical care facility to receive and treat inmate to be transported, (d) request appropriate medical transport (life squad or Sheriff's Office transport), (e) ensure that all necessary medical records are provided to the higher level medical care facility, (f) follow-up on inmate medical treatment plan and ensure that all charges that result from higher level medical treatment are correct.

Frequency - 3

5. Respond via Telephone/or On-Site for "On-Call" Inmate Medical Issues to include: (a) identify need to conduct medical assessment based upon telephonic notification of an inmate medical concern or symptomatic indications, (b) if not in the jail facility, determine if the medical issue requires a response to the jail facility, (c) if required, respond to the jail facility and conduct medical assessment, (d) take appropriate actions to ensure inmate receives required medical care.

Frequently - 3 Critical Tasks

6. Verify/Administer/ Document Provision of Medications and Dispose of unused Medication to include: (a) review any medication prescriptions or medical directions issued by a licensed Physician for an inmate during initial screening, (b) verify prescriptions are valid and determine the amount of prescribed medication possessed by the inmate, (c) ensure that inmate receives the prescribed medication in accordance with medical directions (d) order prescribed medication as needed, (e) train staff to properly administer medication and/or administer medication.

Frequently - 3 Critical Tasks

7. Assess Inmates Who May Pose Danger to Self or Others to include (a) identify inmates who present a potential risk to themselves or others during the initial medical screening, (b) respond to notification from corrections officers who identify inmates who present a potential risk to themselves or others. (c) make arrangements for inmate to be receive a psychological screening (d) complete any specific instructions directed by the psychological professional, (e) coordinate of County mental health professionals to ensure psychological care is provided to inmates as needed.

Task Analysis Amplification

Deputy Sheriff, (LPN, Corrections)

Frequency - 2

8. Assist with the Vivitrol Program to include: (a) review all necessary consent forms to ensure inmate participating in the program have provided consent, (b) collect all required biological samples and forward for testing, (c) transmit all testing results to the appropriate monitoring/counseling organization as directed by the Municipal Court (d) coordinate medical transport as needed to support the program.

Frequency - 2

9. Provide advice and Conduct First Responder Training to include: (a) identify those first responders tasks that require training on a cyclic basis and schedule training with Sheriff's Office administration, (b) ensure that all required training material and equipment is prepared for training presentation, (c) provide training for first responders within the Sheriff's Office (d) document all medical training provided to Sheriff's Office staff, (e) recommend additional medical training as needed for Sheriff's Office staff.

Frequency - 2

10. Recommend Purchase/Replacement of Medical Equipment to include: (a) conduct routine assessment and maintenance of all medical equipment assigned to the Brown County Jail, (b) report any medical equipment deficiencies to the Captain (Jail Administrator), (c) make arrangements for repair or replacement of medical equipment in the most efficient manner possible, (d) identify replacement equipment that may be needed when critical medical equipment is unavailable due to maintenance, (e) recommend replacement or new medical equipment needed to support jail medical operations.

Frequently - 2 Critical Task

11. Provide Immediate Medical Response to include: (a) receive reports of inmate in acute medical distress to include life threatening events, (b) respond with appropriate medical equipment to provide immediate life sustaining care, (c) stabilize inmate if possible, (d) direct corrections staff to make arrangements for medical transport if needed, (e) document medical response to include any medical determinations made that caused the medical event.