

POSITION DESCRIPTION

OSER-DMRS-11 (Rev. 03-06)
 State of Wisconsin
 Office of State Employment Relations

	1. Position No. P10412	2. Cert / Reclass Request 3007240	3. Agency 410
4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Department of Corrections Division of Adult Institutions Bureau of Health Services Dodge Correctional Institution 1 West Lincoln Street, PO Box 661 Waupun, WI 53963-0661		
6. CLASSIFICATION TITLE OF POSITION Temporary Nurse LTE			
7. CLASS TITLE OPTION (<i>to be filled out by Personnel Office</i>)	8. NAME AND CLASS OF FORMER INCUMBENT		
9. AGENCY WORKING TITLE OF POSITION Float Pool Nurse	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES		
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Cynthia Thorpe Health Services Nursing Coordinator	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?		

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes No
 IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DMRS-84).

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:
 (See Attached)

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (*Please see sample format and instructions on Page 3.*)
 — GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
 — WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
 — TIME %: Include for goals and major worker activities.

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (*See Instructions on Page 2*)

- a. The supervision, direction, and review given to the work of this position is [] close [] limited [X] general.
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
 (*Please initial and date attachments.*)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
 (*Please initial and date attachments.*)

Signature of employee _____ Date _____

18. Signature of Personnel Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

- P-FILE
- OFFICE OF STATE EMPLOYMENT RELATIONS
- EMPLOYEE
- DEPARTMENT
- CERT REQUEST COPY

CLASSIFICATION TITLE- SUB-TITLE

**TEMPOARY NURSE-LTE
FLOAT POOL**

POSITION SUMMARY

The Temporary Nurse-LTE is part of the Bureau of Health Services nursing staff float pool. The Temporary Nurse-LTE in the float pool could be assigned to work at Dodge Correctional, Waupun Correctional, John Burke Correctional, or Fox Lake Correctional depending on the daily needs. The Temporary Nurse works under the general supervision of the Health Services Nursing Coordinator with daily direction from the institution Health Services Manager of the institution for which they are working at.

The Temporary Nurse is responsible for providing skilled nursing care to incarcerated adults in the state correctional facilities. This may include both ambulatory and infirmary settings. These skilled nursing duties include patient assessment and treatment, assisting the physician in providing medical services, management of medications provision if emergency care and maintenance of medical records. In addition, the Temporary Nurse is expected to participate in educational programs for staff and inmates and participate in activities to maintain her/his nursing skill level.

TIME % GOALS AND WORKER ACTIVITIES

- 40% A. Assurance of quality health care through provision of skilled nursing care to incarcerated individuals in infirmary and ambulatory care situations in maximum, medium, medium and minimum security facilities.
- A1. Assesses the physical and mental health status of the individual through history taking and thorough physical assessment at time of incarceration and at periodic intervals thereafter.
 - A2. Does complete documentation of findings in health record.
 - A3. Develops and implements nursing care plans to assure appropriate management of chronic diseases and continuity of care.
 - A4. Assess signs and symptoms of those reporting to sick call, make appropriate referrals to MD, psychological Services, optometrist, and supervisor reporting reactions to treatments, drugs and changes in inmate's physical or emotional condition.
 - A5. Carries out appropriate preventive screening and diagnostic procedures in compliance with physician orders, protocols and institution and Bureau policies and procedures.
 - A6. Participates in provision of nursing coverage for all shifts scheduled at assigned Health Service Unit within confines of union contract.
 - A7. Functions as nursing team leader in both infirmary and ambulatory settings if Licensed Practical Nurse and/or Nursing Assistants are employed.
 - A.8 On a rotating basis, must provide "on call" services to non-medical staff during hours the HSU is not staffed. Returns to institution if necessary to provide care to inmates.

- A9. Provides relevant instruction, counseling and guidance to inmates to promote and maintain positive health practices.
 - A10. Accepts temporary assignments in other correctional institutions to help cover for staff shortages due to vaccines, leaves of absence or in emergency situations where more staff is required.
 - A11. Assists in maintaining a clean, safe, hazard-free environment in the Health Service Unit and in identifying health hazards in other areas of the institution.
- 30% B. Assist the physician in providing medical services for the entire inmate population by chart review and health assessments in order to arrange appointments according to individual needs.
- B1. Screen inmates at sick call and refer to physician on a priority basis.
 - B2. Practice from MD protocols and compile charts for review and signature on next scheduled work day.
 - B3. Check all physician orders for medications and periodic follow-up. This includes psychiatric and consultant's recommendations.
 - B4. Arrange for further diagnostic evaluations, treatments and referrals, including transfer for secondary care.
 - B5. Assist with minor surgical procedures as performed by the physician on-site.
 - B6. Maintain sterile instruments, supplies and technique.
 - B7. Follow up medical classification, document restrictions due to health or physical conditions for DOC staff and recommendations for appropriate transfer for continuity of care.
- 10% C. Responsible for medication management according to bureau, pharmaceutical and HSU policy and procedure.
- C1. Correctly interprets physician orders for medications.
 - C2. Orders correct medications from pharmacy to fill prescriptions and assure adequate stock supply in HSU.
 - C3. Carefully checks all prescriptions and other medications received from pharmacy and brought in with inmates to assure that they are correctly labeled and are the correct medications.
 - C4. Monitors and/or packages medications to be delivered to housing units to assure correct medications are delivered to inmate for whom they are prescribed.
 - C5. Monitors medication administration sheets and returned medications to assure compliance with therapeutic regimen.

- C6. Administers medications which are to be given intravenously, intramuscularly or subcutaneously by injection.
 - C7. Documents, in medical record effectiveness of medication and whether side effects are noted.
 - C8. Informs inmate of reasons for medication and instructions for taking it.
 - C9. Appropriately disposes of unused and expired medications.
- 5% D. Provision of emergency care for major and minor conditions to prevent untimely illness or death.
- D1. Maintain CPR certification.
 - D2. Responds to emergencies in all areas of the institution including tiers in cell blocks, housing units, recreation and work areas, both indoors and outdoors.
 - D3. Transports emergency equipment such as stretcher, medication box, and first aid supplies, for use at the site of the emergency and replenishes all stock upon return to Health Service Unit.
 - D4. Performs CPR and/or first aid to prevent loss of life and relieve suffering until appropriate care arrives.
 - D5. Performs first aid or palliative treatment for conditions not requiring the attention of a physician and which will enable the inmate to complete current work, recreation or education assignment.
- 5% E. Preparation and maintenance of health records in accordance with bureau policies.
- E1. Completes clinical records, charting pertinent information for every encounter with an inmate receiving services.
 - E2. Maintains confidentiality of health records according to Bureau policy.
 - E3. Gives reports to HSU staff through use of written and verbal reports to assure continuity of care.
 - E4. Maintains record in appropriate order filing incoming materials and new forms, and places used records in designated storage areas.
- 5% F. Participation in individual and group education of inmates and DOC staff.
- F1. Assist in teaching CPR and first aid classes at DOC Training Center for correctional officers in both pre-service and update status.
 - F2. Acts a liaison to DOC staff in coordinating health education programs on communicable diseases for staff and inmates.
 - F3. Plan and implement health education programs for inmates on individual and group basis, utilizing materials as available. Topics dependent on needs, interest and expertise of RN.

5% G. Participation in self appraisal and in continuous self development to remain proficient in the delivery of health services in correctional settings.

G1. Participate in in-service and education programs offered by the Bureau and DOC.

G2. Remain current in nursing theory and practice.

KNOWLEDGE AND SKILLS

1. Considerable knowledge of current professional nursing theory and practice
1. Considerable knowledge of administrative policies and procedures relative to security and other regulations in a correctional setting.
2. Skill in the application of nursing practice in meeting specific needs of adults, including emergency care, in various areas of the institution.
3. Ability to work effectively with incarcerated adults and other disciplines in a team relationship.
4. Ability to work productively in an independent setting under general supervision.
5. Ability to maintain a helpful and understanding attitude toward the incarcerated adult exhibiting hostile or other negative behavioral traits.
6. Ability to work with a multi-ethnic, multi-cultural population.
7. Skill and ability to maintain CPR certification and to perform CPR.

Special Requirements

Registration or eligibility for registration as a professional nurse in the State of Wisconsin