

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4441 **TITLE:** CORRECTIONAL HEALTH NURSE IV **GRADE:** S-28

DEFINITION:

Under the direction of the Correctional Health Services Administrator or staff physician, dentist, or psychiatrist, manages and oversees the activities of four medical teams working 12-hour shifts in the Adult Detention Center's Health Care Section; supervises routine and emergency medical and dental care for inmates; ensures inmates receive quality health care treatment and that the Section complies with all agency, state, and national requirements; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a single-position class. The incumbent supervises the medical personnel staffing all four shifts in the Adult Detention Center's Health Care Section. In contrast, Correctional Health Nurse III employees supervise one of the four shifts.

ILLUSTRATIVE DUTIES:

As the primary liaison with the Correctional Health Services Administrator and staff physician, dentist, psychiatrist, and nurse practitioner, coordinates Health Care Section activities to ensure compliance with current orders, procedures and policies and to ensure completion of operational goals and objectives;

With the Correctional Health Services Administrator, periodically updates policies and procedures, informing staff of upcoming changes and coordinating their implementation;

Prepares documentation needed to meet the standards set by the Virginia Board of Corrections, the Virginia Board of Health Professionals, the American Correctional Association, and the National Commission on Correctional Health Care;

Participates in preparing the Section's budget request for additional equipment and/or staff;

Monitors the conduct and behavior of staff, providing counseling and recommending/initiating disciplinary action when appropriate;

Ensures medical records are properly maintained and remain confidential;

Establishes/approves work schedules that provide adequate staff coverage 24 hours a day, seven days a week;

Consults with inmates= families and attorneys regarding health care delivery and services available;

Reviews performance evaluations of lower-level staff, establishes individual action plans to improve performance and/or efficiency, and seeks training opportunities for subordinates;

Serves as the resource nurse for the Correctional Health Nurse III (shift supervisor) positions;

Makes the final decision on health care issues that can be resolved at the Section level, deferring to the Correctional Health Services Administrator, physician, nurse practitioner, dentist or psychiatrist as needed;

CLASS CODE: 4441 **TITLE:** CORRECTIONAL HEALTH NURSE IV **GRADE:** S-28

Page 2

Ensures that inmate complaints and grievances related to health care are investigated and addressed;

Reviews and revises contract specifications and vendor contracts for health care services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of nursing policies, procedures, practices, and protocols;

Thorough knowledge of agency operating procedures and health care standards adopted by the American Correctional Association, the National Commission on Correctional Health Care, the Virginia Board of Corrections, and the Virginia Board of Health Professionals;

Extensive knowledge of supervisory principles, practices, techniques, and procedures;

Knowledge of County personnel, budgeting, and procurement policies and procedures;

Ability to establish and maintain good working relationships with co-workers, subordinates, other staff members, inmates, and their families and attorneys;

Ability to effectively supervise the work of subordinate health care professionals;

Ability to quickly assess an emergency and respond appropriately.

EMPLOYMENT STANDARDS:

Graduation from a four-year college or university accredited by the National League for Nursing with a bachelor's degree in nursing; PLUS

Six years of experience as a Registered Nurse, including one year of supervisory experience.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a current license to practice as a Registered Nurse in the Commonwealth of Virginia.

SPECIAL REQUIREMENTS:

Prior to appointment, must successfully complete a criminal background investigation, a polygraph examination, and a psychological examination;

Must undergo a medical screening prior to starting work.

REVISED: June 27, 2011

REVISED: October 16, 2006

ESTABLISHED: July 21, 1997