

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4442    **TITLE:** CORRECTIONAL HEALTH NURSE III    **GRADE:** S-25

**DEFINITION:**

Under the direction and guidance of the Correctional Health Nurse IV, Correctional Health Services Administrator, a physician, dentist, or psychiatrist, serves as the on-site supervisor for the medical team working a 12-hour shift in the Adult Detention Center's Health Care Section; supervises, guides, directs, counsels, and participates in the training of subordinates in the provision of health care services; ensures that services are delivered appropriately, effectively, and in compliance with agency, state and national standards; provides inmate health care services; on a rotating basis, serves as a quality improvement nurse; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is the first-line supervisor in the Correctional Health Nurse series. A Correctional Health Nurse III supervises one of the four medical teams staffing the Adult Detention Center's Health Care Section on a 12-hour rotating shift. In contrast, a Correctional Health Nurse IV supervises all four medical teams.

**ILLUSTRATIVE DUTIES:**

As the team supervisor, counsels, guides, directs, and supervises subordinates in the administration of appropriate and effective inmate health care, and participates in the development of procedures for delivery of health care;

Oversees and administers routine and emergency health care to inmates;

Ensures that subordinates adhere to agency operating procedures and health care standards adopted by the Virginia Board of Corrections, the American Correctional Association, the Virginia Board of Health Professionals, and the National Commission on Correctional Health Care (NCCHC);

Ensures adequate staff coverage for all medical work stations;

Ensures preliminary physical examinations are completed as mandated by NCCHC;

Ensures blood for DNA analysis is drawn;

Ensures medications are properly receipted, stored, distributed, administered, and documented;

Reviews orders directed by the staff physician, nurse practitioner, dentist, or psychiatrist, and manages the administration of such orders;

Serves as the resource nurse for the health care team, and as quality improvement nurse as designated;

Makes final decision regarding care or treatment of inmates that can be resolved at the shift level, deferring to higher level medical personnel as needed;

Discusses and counsels inmates on complaints and grievances related to health care;

Educates and counsels inmates on special health care needs;

Consults with inmate's families and attorneys regarding health care delivery;

Ensures that proper protective equipment is worn and used by staff, and oversees the proper disposal and destruction of soiled and/or contaminated clothing and equipment;

Evaluates the work performance of subordinates.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of nursing policies, procedures, practices, and protocols;  
Thorough knowledge of the 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;  
Knowledge of operations in the Adult Detention Center;  
Knowledge of supervisory principles, practices, techniques, and procedures;  
Knowledge of County personnel policies and procedures;  
Skill in providing nursing care;  
Ability to establish and maintain good working relationships with co-workers, subordinates, other staff, inmates, and their families and attorneys;  
Ability to effectively supervise the work of lower-level medical 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  
Three years of post-licensure experience as a nurse, including two years in an equivalent health care setting; PLUS at least 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  
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