

SNOHOMISH COUNTY JOB DESCRIPTION

REGISTERED NURSE SUPERVISOR

Spec No. 2141

BASIC FUNCTION

Provides leadership and direction to nurse staff at the Snohomish County Sheriff's Office Corrections Bureau. Oversees medication administration, nursing assessments, and infection control.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Conducts performance evaluations, develops performance measures and standards and counsels employees.
2. Assigns nursing staff to allow for optimum coverage of the clinic during shifts; makes arrangements for days off, vacations and substitutions in cases of absence due to illness; distributes clinical and/or non-clinical tasks to designated health care team members according to medical clinic's approved scope of practice guidelines.
3. Acts as facilitator, problem solver and resource person to health clinic and corrections staff regarding nursing related issues. Reviews, investigates and responds to internal nursing related problems and to inmate and/or family complaints and grievances.
4. Provides professional, technical support and coaching to nursing staff. Responsible for training program content development and delivery.
5. Confers with Corrections Bureau supervisor concerning program status and special medical services problems; develops, recommends and enforces nursing policies and procedures to ensure efficient operations; ensures consistent interpretation of laws, rules, policies and procedures; implements changes in work priorities, procedures and methods.
6. Coordinates medical services activities with Corrections Bureau supervisor and practitioners; promotes effective communication between nursing staff and inmates, healthcare providers, outside agencies and corrections staff; communicates with inmates', families and others regarding patient care issues.
7. Serves as a member of medically-related committees, such as inmate classification, medical quality assurance, and other committees as designated. Monitors and evaluates service delivery systems using quality assurance activities to meet standards, regulations and policies regarding patient care.
8. Monitors inmate/patient care through assessment, intervention, re-evaluation, written documentation, observation of staff and comparison to established standards. Maintains necessary records and prepares required reports.

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STATEMENT OF OTHER JOB DUTIES

9. May perform all the duties of a registered nurse by providing nursing care, assessment, intervention and treatment of inmates, as needed.
10. May be responsible for health clinic operations in the absence of the Health Services Administrator.
11. Performs related duties as required.

MINIMUM QUALIFICATIONS

A current State of Washington license as a professional registered nurse is required; PLUS, Bachelor of Science in Nursing degree AND five (5) years of nursing experience as a Registered Nurse OR two (2) years of nursing experience as a supervisor or lead Registered Nurse; OR, ten (10) years Registered Nurse experience with five of those in a corrections setting and two years supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Previous experience in a correctional health setting is preferred. Training in emergency or critical care preferred. Must pass job related tests. Must be a lawful permanent resident or United States citizen.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination and a psychological examination. A post offer physical examination and drug screen may be required for employment. A valid Washington State Driver's License is required prior to appointment. Candidates must be at least 21 years old at the time of application. No maximum age. As a condition of continued employment, must maintain Registered Nurse certification and license as required by applicable statutes.

KNOWLEDGE AND ABILITIES

Knowledge of:

- basic principles and practices of effective supervision
- staff training and other demonstration/education techniques
- professional nursing principles and concepts; and regulatory laws and rules
- current medical clinic operations and practices in a correctional environment
- current nursing techniques and practices
- medical records and documentation
- medications and expected action and side effects
- pharmacology and drug/alcohol abuse issues
- project management, report writing
- quality assurance in infection control and case record review
- public mental health system

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KNOWLEDGE AND ABILITIES (Continued)

- mental health issues and treatment practices

Ability to:

- understand and follow instructions, prioritize and complete tasks
- plan, coordinate, supervise and evaluate the work of subordinate employees
- triage
- learn and apply required jail and clinic-specific computer programs
- effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner
- read, interpret and apply work related laws, rules and regulations
- communicate effectively, both orally and in writing, and prepare required reports
- analyze and solve work related problems and make emergency decisions under pressure based on crisis situations
- establish and maintain effective working relationships with inmates, physicians, criminal justice system officials, other county employees and the general public
- move and/or lift up to forty (40) pounds
- develop schedules (staff), manage time sheets and time off requests

SUPERVISION

Employees perform assigned duties independently under the guidance of the Health Services Administrator.

WORKING CONDITIONS

The work is performed in a maximum security detention facility, and several minimum security facilities. Employees may be required to work or be available for consultation for evenings, weekends, and holidays as needed. Employees may be required to restrain, lift or move inmates for emergency medical purposes. There is constant exposure to hazardous chemicals, hazardous waste, bio-hazardous material; pharmaceuticals, infectious diseases and in-person contact with inmates. Physical and mental demands include ability to perform tasks involved in operating common office equipment; move and/or lift up to forty (40) pounds; sit and stand for long periods of time; manual dexterity to include bending, stooping, pushing, pulling and reaching; digital dexterity; talking; seeing; hearing; reasoning and analyzing complex information.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: July 1982

Previous Spec No. 371351

Revised: May 1989, April 2000, April 2002, January 2004, August 2004, August, 2012, June 2018

Pay Grade revised: August 2007, January 2019

EEO Category: 2 - Professionals

Pay Grade: 865 – Correction Supervisor Pay Plan

Workers Comp: 1501 Hazardous

Approved by the Snohomish County Civil Service Commission May 17, 2013

Approved by the Snohomish County Civil Service Commission June 6, 2018