

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CORRECTIONS HEALTH SERVICES ADMINISTRATOR
CLASS CODE: 2067

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 02/04/2015 (REVISED 04/04/2006 VERSION)
DEPARTMENT: SHERIFF

JOB SUMMARY

Under general direction from the Jail Commander, performs administrative and professional duties associated with managing health services provided to inmates incarcerated at the Utah County Security Center. Develops and maintains medical policies, procedures, and training; and ensures compliance.

CLASS CHARACTERISTICS

This is an administrative supervisor classification for health services within the Sheriff's Office equivalent to the rank of lieutenant.

ESSENTIAL FUNCTIONS

Supervises all health services personnel and activities.

Makes decisions regarding the hiring, training, and retention of staff. Conducts performance appraisals on assigned personnel.

Oversees the ordering and inventory of medication and medical supplies.

Accepts accountability of all controlled substances and prescription medications according to state law.

Collaborates with doctors and jail administrators to develop policies, procedures, standing orders, and nursing protocol. Defines and maintains the standards of nursing practice within the institution.

Upgrades medical care continually to be consistent with standards set forth by the National Commission of Correctional Health Care Standards.

Collaborates with other departments and agencies regarding resources and services for improved patient care and staff development.

Evaluates the quality and cost-effectiveness of staffing and services; identifies and justifies needs; and develops and monitors budget.

Negotiates fee schedules and contracts with outside providers (pharmacy, laboratory services, radiology, medical suppliers). Reviews all medical bills for accuracy and approves or denies payment.

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Oversees Continuous Quality Improvement Program including coordinating and conducting meetings, studies, and drills related to emergency response, infection control, and to identify trends and overall quality of care.

Performs all duties of lower-classified nursing staff as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Effective nursing techniques including assessment, diagnosis, planning, implementation, evaluation, and emergency resuscitation procedures.

Skill in: Negotiation, management, and leadership.
Nursing activities including, but not limited to, venipuncture, CPR, basic First Aid, and wound care.
Counseling and teaching both inmates and personnel.
Writing comprehensive medical and incident reports.
Developing, implementing, and enforcing policies, procedures, and protocol.
Ordering medicines and ensuring their safety.
Written and verbal communication.

Ability to: Supervise others, direct their work, and objectively evaluate performance.
Establish and maintain accurate records and files.
Maintain mental and emotional composure in a stressful and potentially dangerous environment.
Detect and avoid dangerous situations.
Maintain cooperative relationships with those contacted in the course of work activities.

PHYSICAL DEMANDS

Typically: Sit at a desk or table.

Regularly: Walk, stand, or stoop.
Drive a motor vehicle.

Frequently: Lift or otherwise move objects weighing up to 50 pounds.
Use tools or equipment requiring a high degree of dexterity.

Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color;
Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room. Work is performed in a stockroom, lab, pharmacy, records room, or other partially environmentally controlled room. Work is performed in a very noisy place. Work exposes incumbent to conditions such as fumes, noxious

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odors, dusts, mists, gases, and poor ventilation. Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work exposes incumbent to contagious or infectious diseases or hazardous chemicals. Work requires use of protective devices such as masks, goggles, and gloves. Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions. Work exposes incumbent to possible bodily injury from angry inmates, other atypical conditions including subjection to vulgar/offensive verbal threats, and emotional stress from long hours in a negative/dangerous environment.

EDUCATION AND EXPERIENCE

Equivalent to Two (2) years training in an accredited school of nursing; and Five (5) years professional nursing experience including Two (2) years in an administrative or supervisory capacity. Candidates possessing a bachelors degree in Nursing and/or community or mental health nursing experience are preferred. Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Must possess a current State of Utah Registered Nurse license. Must possess CPR and First Aid certifications. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.