LPN POSITION DESCRIPTION

**POSITION GOAL/FUNCTION:**

The goal of the Medical Department is to provide health care to inmates incarcerated in the Multi-County Correctional Center that is in accordance with the Bureau of Adult Detention and in accordance with current Policy and Procedures.

The Licensed Practical Nurse (LPN) functions in a team relationship with the Registered Nurse (RN), Physician, and Mental Health Professional. The LPN in relationship with the RN contributes to the nursing process through ongoing systematic data collection, assisting in the health assessment, recording observations, and inmate health education.

**EXAMPLES OF WORK PERFORMED:**

All inmates who enter the Multi-County Correctional Center have initial health histories completed by the Booking Officer. The Nurse reviews the initial health history to identify those inmates who require further assessment. The Nurse interviews inmates who state they take or bring medication; those with identified medical and mental health concerns. The Nurse will assess any detained person brought to MCCC with questionable need for immediate medical treatment prior to that individual being booked in. The Nurse will ensure that medical clearance has been obtained through communication with the treating facility prior to that individuals return to the facility and subsequent incarceration. The Nurse contacts Pharmacies/Physicians of those inmates brining in their own medication or those stating they take medication but did not the medication in to confirm the current prescription. The Nurse counts all controlled drugs daily and assists the pharmacies with recording and disposal of all discontinued controlled medication. The Nurse records medication to be continued and receives delivery of ordered medication from the pharmacy. The Nurse verifies the order comparing the delivered contents to the ordered medication. Any discrepancies are noted and reported to the pharmacy and Health Care Administrator. The Nurse conducts Nurse’s sick call (2) two times per week and assists the facility Physician with Physician’s sick call (1) one time per week. The Nurse ensures the proper documentation of the Medical Co-Pay charges and sends documentation to the Pay-for-Stay Coordinator. The Nurse transcribes the physician orders and sees that orders are carried out promptly and in a professional manner. The nurse administers and documents medications and treatment administered (or refused) during his/her shift. The Nurse is in a team relationship with other healthcare staff maintaining the inmate medical records. The Nurse obtains copies of all records of treatment outside the facility (E.D. Consults) and files them in the inmate chart. The Nurse obtains copies of all laboratory results, x-ray reports and any other diagnostic procedures performed.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

The Licensed Practical Nurse will have knowledge of nursing techniques and methodologies; human relations; written and verbal communication; basic interviewing skills; the community and its resources; health education principles; principles of medication administration. The Licensed Practical Nurse will have the ability to apply nursing techniques; keep accurate records; operate and maintain health care equipment; function effectively in a stressful environment; and relate well to the inmate patients, security staff and health care team members.

**LICENSENE REQUIRED:**

Must be Licensed Practical Nurse with a current license to practice in the state of Ohio. Must have completed an approved course on medication administration and have a valid Ohio Driver license.

**EQUIPMENT USED:**

Computers, fax, copy machine, handheld two-way communication radio, sphygmomanometer, pulse ox, and thermometer.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

Work is performed primarily on the Secured side of the Multi-County Correctional Center. There is contact with inmates who may be hostile, agitated or intoxicated. The Licensed Practical Nurse must be able to function professionally with this population. The Licensed Practical Nurse must be able to lift 25lbs, sit for long periods of time, walk and bend.