

**JOB DESCRIPTION
NURSE**

I. STATEMENT

A Registered Nurse is on duty three days a week at the Detention Center. His or her duties include resident services, maintenance of clinic, communication and clerical duties.

II. QUALIFICATIONS

- A. Registered Nurse with current State of Ohio license,
- B. Ability to work with delinquent and emotionally disturbed adolescents,
- C. Ability to work with adults,
- D. Good communication skills,
 - 1. Written,
 - 2. Oral or verbal.

III. JOB DUTIES

- A. Complete pre-physicals,
 - 1. Weight,
 - 2. Height,
 - 3. Eye exam,
 - 4. Blood pressure,
 - 5. Medical history.
- B. Assist doctor with physicals,
- C. Forward doctor's recommendations for follow-up to detention staff, parents or probation officer,
- D. Interpret and follow-up on all isolation procedures recommended by the doctor,
- E. Notify detention staff and Supervisor of any serious illness of any child; review Detention Center Daily Log for existing medical situation,
- F. Check with detention staff and Supervisor as to arrangements for x-rays or outside tests per order of the doctor,
- G. Screen minor complaints from those the doctor should see,
- H. Arrange for special diets,
 - 1. Write diet order,
 - 2. Copy to kitchen and Supervisor.
- I. Follow up on any Rx and times to be given; ensure medications are being taken as prescribed by checking Rx on log sheet in medicine cabinet,
- J. Provide first aid for children in detention and for court and detention personnel; provide first aid to students from Educational Services Department,
- K. Record all services rendered to residents' individual folders in Nurse's desk,
- L. Keep clinic stocked with supplies; order supplies through Superintendent of Operations; maintain clinic orderly and clean,

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NURSE (continued)

III. JOB DUTIES (continued)

- M. Prepare physicals on children committed to DYS; provide copy to probation officer.
- N. Assist in training detention personnel in first aid techniques,
- O. Keep medicine cabinet in hallway closet stocked with non-prescription medications,
- P. Keep all first aid kits properly stocked,
- Q. Record physicals on Medical Examination Forms; send to Finance and HR Department for monthly billing,
- R. Record own hours on Detention Log.
- S. Monitor and Complete TB testing for all staff annually.

IV. CLINIC SECURITY

- A. Always keep keys on your person,
- B. Always leave clinic locked when not in the room,
- C. Never leave a youth unattended in the clinic,
- D. Always keep the clinic cupboard closed and locked,
- E. Allow only one (1) child in the clinic room at a time; notify staff if you will be in clinic room alone with a male resident,
- F. Close and secure all doors as you leave,
- G. Avoid opening any doors when a group is standing nearby,
- H. Keep clinic door and classroom door open when alone in clinic with a resident.

V. NURSING HOURS

- A. A registered nurse is on duty Monday, Wednesday and Friday from 7:30 am to 12:00 pm,
- B. When resident population increases, the nurse's hours may increase accordingly.
- C. Answer phone calls as needed during non-work hours regarding any residents' medical situations or emergencies.

VI. CLINIC PROCEDURES

- A. No child will see the doctor without being screened by the nurse,
- B. Urgent medical needs will be met through the appropriate medical provider in the community,
- C. A physician will be available at the Detention Center on Monday, Wednesday and Friday at 9:00 am,
- D. The doctor will see any other children with a medical problem who are referred by the nurse,
- E. Physicals will be done on all children who are confined to the Detention Center for 72 hours,
- F. A yellow physical sheet is completed on all children receiving physicals,

1. On girls, an additional white half-sheet is to be filled out,
2. On re-admissions, a new physical is to be done if the child has been away from the Detention Center for a period of 90 days or longer.

**JOB DESCRIPTION
NURSE (continued)**

IV. CLINIC PROCEDURES (continued)

- G. Medical Isolation will be determined by the doctor or nurse,
1. If a child is brought in or becomes ill during the time the nurse is off duty, the detention staff (with the approval of the Supervisor) will make the decision to place a child in Medical isolation until seen by the nurse or doctor.
- H. Any and all duties deemed necessary by the Supervisor of the Detention Center.

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