



## Career Service Authority

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# Correctional Institution Head Nurse

### GENERAL STATEMENT OF CLASS DUTIES

Performs twenty-four hour supervisory functions over professional nursing and support staff at the medical facilities at the Denver Pre-Arrestment Detention facility or Denver County Jail.

### DISTINGUISHING CHARACTERISTICS

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

#### ***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

#### ***Interpersonal Communications and Purpose:***

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

#### ***Level of Supervision Exercised:***

Supervises one or more first level supervisors.

## ESSENTIAL DUTIES

Plans, schedules, assigns work and establishes goals and priorities for nursing and support staff at the medical facility at the Denver Pre-Arrestment Detention Facility or Denver County Jail. Provides supervision over the assessment, planning, implementation, and evaluation of patient care over inmates at the detention facilities.

Assists in maintaining a comprehensive quality improvement program to ensure the programs and services offered to inmates meet accrediting standards for the National Commission on Correctional Health Care, American Correctional Association and other accrediting agencies.

Assesses inmate patient needs and assigns staffing according to patient acuity.

Assists in the development and implementation of staff training and developing plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.

Resolves problems encountered by the employee or inmate patient.

Participates in the development of the performance evaluation program for functions within the sheriff's facility, monitors and documents employee performance, provides on going feedback regarding levels of performance, and formally evaluates employees in relation to performance.

Directs, coordinates and participates in the professional nursing care of inmates within the sheriff's department infirmary pursuant to the objectives and policies of the department, the nursing process and established nursing standards.

May assist in the development of departmental budget.

Participates in the interviewing and selection of staff reporting directly to this position.

Implements safety and quality improvement standards and develops procedures to ensure compliance.

Gives necessary instruction in the performance of special health procedures or in the utilization and maintenance of new equipment.

Determines if condition of inmate warrants referral to the Department of Health and Hospitals or to physician for physical consultation.

Receives formal and informal grievances and conducts preliminary discussions for settlement when necessary.

Initiates and recommends disciplinary action for employees as necessary.

Provides full performance nursing work serving as a role model for lower level staff.

Enhances professional growth and development through participation in educational programs, receiving current literature, and attending inservice meetings and workshops.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Reading** – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Writing** – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

**Arithmetic** – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

**Oral Communication** – Expresses information (for example, ideas or facts) to individual or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Decision Making** – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

**Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Self-Management** – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment toward completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effective dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

**Managing Human Resources** – Plans, distributes, coordinates, and monitors work assignments of others; evaluates work performance and provides feedback to others on their performance; ensures that staff are appropriately selected, utilized, and developed, and that they are treated in a fair and equitable manner.

**Leadership** – Influences, motivates, and challenges others; adapts leadership style to a variety of situations.

**Teaching Others** – Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

**Customer Service** – Works with clients and customers (that is, any individual who uses or receives the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolves their problems, or satisfies their expectations; knows about available products and services; is committed to providing quality products and services.

**Conflict Management** – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Crawling: moving about on hands and knees or hands and feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Lifting: Raising or lowering an object over 25 pounds.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

### ***Working Environment:***

Contact with patients under wide variety of circumstance (corpse)

Exposed to hazardous anesthetic agents, body fluids and wastes Exposed to infection from disease-bearing specimens

Exposed to infections and contagious disease.

Exposed to patient elements.

Exposed to risk of bloodborne diseases

Exposed to unpleasant elements (accidents, injuries and illness)

Exposure to unpleasant patient or unit elements.

Handles absentee replacement on short notice.  
Handles emergency or crisis situations  
Occasional pressure due to multiple calls and inquiries  
Subject to long irregular hours  
Subject to many interruptions  
Subject to varying an unpredictable situations.

***Education Requirement:***

Baccalaureate of Science Degree in Nursing from a Colorado State Board approved school of nursing.

***Experience Requirement:***

Three years of professional nursing experience which includes one year of supervisory experience.

***Education/Experience Equivalency:***

None

***Licensure and/or Certification:***

Possession of a Colorado Registered Nurse license or permit at the time of appointment with permit to be used only until such time as a decision of licensure is made.  
All positions require current CPR Certification.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Jean Canfield

***REVISED DATE:*** 11/1/2009

***REVISED BY:*** John Hoffman

***CLASS HISTORY:*** 11/2009 - This class was revised, updated, and placed into the new class specification format.