



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: October 20, 2016

Staff Contact: Robin Bennett, RBennett@carson.org

Agenda Title: For consideration to approve reclassifying an hourly APRN position to a full-time APRN position at a salary range of \$83,847-\$98,170. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: The current APRN, is retiring at the end of December. He currently works approximately 35 hours/week covering Jail Medical Services at the Jail and Juvenile Detention. He sees approximately 50 inmates per day. The jail medical services have been steadily increasing with a 25% increase within the last 3 years warranting a full time position. It is anticipated that the increase will continue due to the population being served. Progressive strides have been made to address mental health within this population and it is the desire to continue to enhance the programs and having an APRN in the jail setting is necessary.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to approve reclassifying an hourly APRN position to a full-time APRN position at a salary range of \$83,847-\$98,170.

Board's Strategic Goal

Safety

Previous Action

N/A

Background/Issues & Analysis

It is anticipated that this position will be very difficult to fill due to the nature of this work. Due to the difficulty of hiring this position a full time benefited position would be more appealing compared to a part time non-benefited position.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: 208-000-444.01-01

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: Currently, the budget for 208-0000-444.01-01 is \$115,000. This was the contract amount of the Physician Select Management (PSM) contract which provided Jail Medical Services until June 30,2016. Since the current position is part time without benefits, the budget is \$115,000 . To hire a full time APRN for the remainder of the fiscal year from January 2017- June 30, 2017, the estimated cost for salary and benefits are \$73,000. We are requesting a budget augmentation in the amount of \$7,000 from the general fund for the remainder of the fiscal year.

The total salary and benefits for a full time APRN for Fiscal year 2018 are estimated at \$148,600. We are requesting a budget augmentation of \$34,000 from the general fund.

These amounts are significantly less than what the city would pay if every inmate that had medical issues was transported to the emergency room.

Alternatives

No medical services provided in the jail.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



JOB DESCRIPTION

JOB TITLE:	Advanced Practice Registered Nurse – Jail Services	FLSA:	Exempt
DEPARTMENT:	Sheriff's Department	GRADE:	P4
REPORTS TO:	Sheriff or designee	DATE:	Dec. 4, 2015

SUMMARY OF JOB PURPOSE:

Perform a variety of advanced nursing duties involved in assessing, treating, controlling and preventing patient illness and disease; perform physical examinations; identify patients with physical and emotional illness; and administer medications as prescribed for all persons in the custody of the Sheriff of Carson City. This responsibility is limited to those who are in actual custody for whom the City is responsible. This position requires being available to Jail staff and may work a varied shift to include evenings, weekends and holidays.

ESSENTIAL FUNCTIONS:

This class specification 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.

- Collaborate with health care team and follow written protocols in all nursing practices.
- Perform general physical examinations including heart, neck, pulmonary chest, cardiovascular, abdominal, and other routine exams; initiate and perform selected diagnostic tests.
- Identify physical and emotional illnesses through observations, interpretations of laboratory findings, and analysis of patient charts; analysis of diagnostic tests and physical exam; prescribe and administer medications; provide or assist in providing appropriate medical, hospital, or other health care as needed.
- Counsel patients under medical treatment programs in order to assess their health progress; identify reoccurring problem areas; establish written and verbal treatment plans to solve specific problem areas; evaluate compliance with the treatment program and modify the treatment program based on the response of the person or family to treatment.
- Provide physical examination for adults under custody at the Carson City Jail for referral to mental health treatment centers during regular on-site visits.
- Interview patients prior to examinations to obtain a variety of information including medical history and background; determine the type of nursing care or community service the patient will need; observe patients for signs of intoxication or possible use of illegal drug; refer patients to the proper community service agency if necessary; document observations.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Provide health related counseling on the prevention of communicable diseases; coordinate health programs with outside organizations and agencies; provide general health related information and instruction to individuals and families.
- Follow up with patients with infections and other illnesses; ensure follow up testing or treatments are completed as necessary.
- Assist with medical emergencies; administer first aid for minor injuries and health problems including fainting, seizures, vomiting, and other minor injuries or health problems.
- Participates in the implementation and development of continuous quality improvement objectives.
- Maintain the operational activities and patient care for assigned clinic or health care program; participate in a variety of nursing responsibilities including administering immunizations, performing pregnancy and tuberculosis tests, and diagnosing and treating clients for drug addiction, sexually transmitted disease and other illnesses.
- Keep accurate patient records regarding immunizations and prescribed dosages of medications; maintain and update files as necessary; make changes regarding employment, address and phone number changes, weight, height, and medical problems.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Prepares a variety of technical, statistical and narrative written reports, correspondence, procedures and other written materials.
- Demonstrates courteous and cooperative behavior when interacting with patients, family members, visitors, and staff; acts in a manner that promotes a harmonious and effective workplace environment
- Maintains absolute confidentiality of work-related issues, records and information including adhering to HIPAA regulations.
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position. Excepted to be available to jail services outside of normal working hours for questions pertaining to health of adults and juveniles detained in the Carson City Jail or Carson City Regional Juvenile Detention Center.
- Assist the Carson City Sheriff's Office in developing and implementing policies and procedures that assure high quality health services, based on recognized community and professional standards.
- Hold quarterly meetings when requested by the Sheriff regarding delivery of health services.
- Conduct, when necessary, appropriate health service training courses for Carson City Sheriff's Office employees, when requested by the Sheriff.
- Provide services for all juveniles detained in Carson City Regional Juvenile Detention Center. This responsibility is limited to those juveniles where arrangements for medical services with the juveniles' family doctor at the expense of the parents cannot be made.

- Uses standard office equipment, including a computer, in the course of the work.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

A current Advanced Practice Registered Nurse Certificate of Recognition from the Nevada State Board of Nursing, supplemented by additional training from a program recognized by the Nevada State Board of Nursing in the specialty required for the position (NRS 632.237); AND one (1) year of nursing experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada State Advanced Practitioner of Nursing Certificate of Recognition.
- Nevada State Registered Nursing License.
- Current CPR certification.
- A valid driver's license.

Required Knowledge and Skills

Knowledge of:

- Advanced principles, procedures, methods and techniques of nursing and health care.
- Advanced principles and practices of nursing diagnosis.
- Approved medical treatments for a variety of health status.
- Normal growth patterns of newborns and infants.
- A variety of contagious and transmittable diseases, how they are contracted and spread, and their proper treatments and immunizations.
- A variety of possible reactions or side effects to vaccines and immunizations.
- Procedures and methods of laboratory testing and interpretation.
- Community agencies and other outside resources available to patients.
- Medical Terminology.
- Principles and procedures of medical record keeping.
- Principles and procedures of medical report preparation.
- Universal precautions and infection control practices.
- Pertinent Federal, State, and local laws, codes and regulations regarding health care.
- Computer applications related to the work.
- Business mathematics, including statistics and financial analysis techniques.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often where relations may be confrontational or strained.
- Communicating effectively in oral and written forms.

Skill in:

- Performing general physical examinations.
- Preparing and performing diagnostic tests in order to evaluate treatments for patients with a variety of infections and illnesses.
- Systematically assessing the health status of persons and families.
- Providing responsible and advanced nursing and health care.
- Administering a variety of prescribed medications, proper vaccines and immunizations.
- Inserting, fitting, examining, and removing a variety of female contraceptives.
- Teaching patients the proper uses of birth control.
- Performing selected diagnostic procedures.
- Responding to emergency situations.
- Administering first aid.
- Interviewing patients prior to examinations in order to assess their health statuses.
- Counseling patients on a variety of health care related issues.
- Operating standard medical testing equipment.
- Preparing, performing and interpreting laboratory tests.
- Preparing and maintaining confidentiality and security of medical records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Demonstrating courteous and cooperative behavior when interacting with patients, patients, family members, visitors, and staff; acts in a manner that promotes a harmonious and effective workplace environment.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to exposure to potentially hazardous medications and bodily fluids.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
3. Employees may be required to complete Incident Command System training as a condition of continuing employment.
4. Employees are required to work varied shifts including evenings, weekends and holidays.
5. New employees may be required to submit to a fingerprint based background investigation which cost the new employee \$54.25 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.
6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.
7. Carson City is an Equal Opportunity Employer.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

“Carson City is an Equal Opportunity Employer”