HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Medical Services Manager

**Job Code:** U8795
**Pay Grade:** UJ
**Pay Scale:** $99,903.24-$149,854.86 Annually
**Exempt:** Yes

## OVERVIEW

Plan, direct, or coordinate medical and health services for the Sheriff's Office Occupational Health and Wellness Center (OHWC). Provide strategic leadership and direction in coordinating practice activities involving professional medical judgment. This role is still directly involved in patient care and/or evaluation (e.g., employees, applicable dependents and spouses, retirees with Sheriff's Office insurance, conditional offer applicants). All duties and responsibilities are to be performed in compliance with state and federal laws and regulations governing the legal scope of medical practice.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Manage the daily operations of OHWC clinical care and interact in a leadership role with medical providers and staff who serve in subordinate capacities.
- Assist in developing, implementing, and maintaining organizational policies and procedures for the OHWC including in such areas of safety and infection control.
- Assist in planning, implementing, and administering programs and services in the OHWC including training and coordination of physicians, nurses, other health care professionals, managers, and staff.
- Monitor the use of diagnostic services, OHWC, and staff to ensure effective use of resources and assess the need for additional equipment and services.
- May direct or conduct recruitment, hiring, and training of personnel.
- Review and analyze OHWC activities and data to aid planning and risk management and to improve service utilization.
- Prepare activity reports to inform management of the status and implementation plans of programs, services, and quality initiatives.
- Provide and manage direct patient care including pre-hire and annual physical examinations and evaluations, assessments, and/or treatments of workers' compensation illnesses and injuries and acute/urgent illnesses, infections, or injuries.
- Perform minor office procedures in alignment with scope of practice including simple laceration repair, incision and drainage, removal of foreign body, and wound care.
- Prescribe medications based on efficacy, safety, and cost as legally authorized.
- Counsel patients about drug regimens and possible side effects or interactions with other substances, such as food supplements, over the counter (OTC) medications, or herbal remedies.
- Order, perform, or interpret screening and diagnostic tests, such as comprehensive blood counts (CBCs), radiographs (x-rays), electrocardiography (ECG), spirometry, titmus, audiometry, respirator fit testing, and urinalysis.
- Recommend diagnostic or therapeutic interventions with attention to safety, cost, invasiveness, simplicity, acceptability, adherence, and efficacy.
- Administer medications and treatments and assist with the dispensing of the in-house formulary.

- Conduct patient triage.
- Oversee and control/manage stock medications, vaccines, and medical supply inventory and product expiration.
- Oversee various medical programs including vaccination programs.
- Oversee training and the use of medical equipment.
- Document treatment information within electronic medical records.
- Maintain current knowledge of state legal regulations for nurse practitioner practice.
- Perform other related duties as required.

## KNOWLEDGE & ABILITIES

- Considerable knowledge of nursing theory, techniques, and practices.
- Working knowledge of medications, drugs, and narcotics and their effects.
- Knowledge of State of Florida licensure requirements.
- Knowledge of applicable federal, state, and local laws and regulations pertinent to medical practices, including requirements of the Health Insurance Portability and Accountability Act (HIPAA) and the Occupational Safety and Health Administration (OSHA).
- Knowledge of management methods, techniques, and practices.
- Ability to follow established procedures.
- Ability to collect, organize, and evaluate data and develop logical conclusions.
- Ability to communicate effectively, both orally and in writing.
- Ability to prioritize work.
- Ability to work effectively with others.
- Ability to handle confidential information.
- Ability to use a computer and related software.
- Ability to use electronic medical records.
- Ability to work under stressful conditions.

## SKILLS

- Health Care
- Quality Improvement
- Collaboration
- Policy Development
- Clinical Diagnostics
- Patient Evaluations
- Patient Care
- Medication Counseling
- Medical Triage
- Medical Records Management
- Vaccinations
- Medical Knowledge
- Time Management
- Medical Equipment
- Specimen Processing
- Medical Diagnostic Testing
- Specimen Collection

## WORKING CONDITIONS

- Work in a medical facility within a law enforcement agency.
- May have occasional exposure to bloodborne or airborne pathogens, bodily fluids, chemical or biological toxins, and contagious diseases.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in moderate physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 25 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and

responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## MINIMUM EDUCATION & EXPERIENCE

- A Master of Science degree or higher from an accredited institution of higher education with a major in nursing (e.g., MSN, Doctor of Nursing Practice (DNP)).
- Possession of a national Advanced Practice certification from an accredited national specialty board.
- Possession of a Clear/Active license as an advanced practice registered nurse (APRN) in the state of Florida.
- Four years of experience as an APRN.

## ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

## PREFERRED QUALIFICATIONS

- Possession of a valid, current Basic Life Support (BLS) certification.
- Certifications: NIOSH Approved Spirometry, Council for Accreditation in Occupational Hearing Conservation (CAOHC), Breath Alcohol Technician (BAT), DOT Urine Specimen Collection.
- Experience in an outpatient setting.
- Experience in an occupational or employee health setting.