HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Licensed Practical Nurse

Job Code: W0808
Pay Grade: WI
Pay Scale: $20.90-$31.92 Hourly; $43,472.00-$66,393.60 Annually
Exempt: No

OVERVIEW

Perform patient health care duties in the Sheriff's Office Occupational Health and Wellness Center.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Work as part of the interdisciplinary team to assist with care plans as appropriate.
- Assist medical providers, and clinical staff with patient medical care and procedures.
- Provide nursing care for occupational and non-occupational conditions, including, but not limited to, rooming patient, documenting reason for visit, and obtaining patient vital signs.
- Perform Clinical Laboratory Improvement Amendments (CLIA) waived point of care testing on patients.
- Perform specimen collection including, but not limited to, phlebotomy, urine collection, and Department of Transportation (DOT) urine drug screening using appropriate equipment and protocols for specimen collection, processing, handling, and storage.
- Perform/assist and document examinations, procedures, and other tasks (e.g., tuberculin skin tests, vaccines, injectable medications, wound care) related to direct patient care. Provide appropriate patient education through teach back.
- Perform and document clinical procedures and/or diagnostic testing at a demonstrated level of skill competence (e.g., Electrocardiography (ECG), audiograms, spirometry, respirator fit testing, vision testing, Point of care (POC) testing)
- Administer medications, treatments, and vaccinations as directed by physicians and process prescribed medication for dispensing.
- Conduct screening components of annual and post-offer physical examinations.
- Assist with various medical programs including vaccination programs.
- Ensure inspections, calibrations, and/or quality controls of medical devices are maintained per manufacturer guidelines.
- Ensure all patient care areas are clean and adequately stocked with unexpired medical supplies and equipment is in good working condition, with up-to-date biomedical assessment checks; follow manufacturer guidelines regarding proper handling, storage, and care.
- Efficiently direct daily clinic flow to manage fluctuating patient volumes and demands. Prioritize daily patient care tasks and activities that are delegated by the care team.
- Proficient in utilization of electronic medical record system to include registration, scheduling, treatment, referrals, discharge, patient care documentation, and management of outside medical records.
- Answer incoming calls with exceptional customer service skills and manage the needs of each patient appropriately (e.g., scheduling appointments, routing callers, taking messages and providing routine information).
- Perform and document clerical tasks (e.g., scanning, faxing, emailing, mailing, etc.).
- Comply with all rules, regulations, and procedures including, but not limited to, Health Information Portability and Accountability Act (HIPAA), Florida Workers' Compensation

Insurance, Occupational Safety and Health Administration (OSHA), and any other state, local, or federally mandated regulations that affect a healthcare facility.
- Maintain all required professional licensure, certifications, and annual training.
- 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 federal, state and local laws and regulations including the State of Florida Workers' Compensation Statute, HIPAA, and OSHA.
- Knowledge of current medical documentation requirements.
- Knowledge of ICD-10 and CPT codes.
- Proficiency in Microsoft Office Suite, specifically Excel and Word.
- Ability to work under stressful conditions.
- Ability to follow established procedures.
- Ability to collect, organize, and evaluate data and develop logical conclusions.
- Ability to use a computer and related software.
- Ability to use electronic medical records.

SKILLS

- Clinical Interventions
- Vital Signs
- Nursing Assistance
- Patient Care
- Clinical Procedures
- Nursing Documentation
- Clinical Evaluations
- Patient Charting
- Medical Equipment
- Nursing Fundamentals

WORKING CONDITIONS

- Work in a medical facility within a law enforcement agency.
- Elevated risk of 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 high school diploma or possession of a GED certificate.
- Graduation from an accredited school or college practical nursing program.
- Possession of a valid, current, clear and active State of Florida Practical Nurse License.
- Possession of a valid, current Basic Life Support (BLS) Certification.
- Two years of clinical nursing experience.

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

- Experience in an outpatient setting.
- Experience in an occupational or employee health setting.
- Possession of a valid certification in one or more of the following: National Institute for Occupational Safety and Health (NIOSH) Approved Spirometry, Council for Accreditation in Occupational Hearing Conservation (CAOHC), Breath Alcohol Technician (BAT), Department of Transportation (DOT) Urine Specimen Collection.