

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 04/02/02

**NURSE COORDINATOR**  
**(SHERIFF'S DEPARTMENT)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists at the Oneida County Correctional Facility Medical Department, and has responsibility for the provision of nursing services and supervision of nursing practice to ensure safe, effective and efficient nursing care at the Correctional Facility. The Medical Department operates an inpatient Medical/Psychiatric Housing Unit and a Respiratory Isolation Unit, both on a daily 24 hour basis. The Medical Department provides medical management services for the large and increasing numbers of seriously, chronically ill inmates, with conditions such as HIV/AIDS, hypertension, asthma, seizure disorders, tuberculosis and TB antibody positive and pregnancy. This position is responsible for the daily operations of the Medical Department, as well as, writing and implementing policies and procedures, and administering quality assurance. Utilization review is overseen by the incumbent. The Nurse Administrator will serve as liaison with community and other health care providers. Clinical supervision is received from the facility physician. Operational supervision is provided by the Correction Captain. Supervision is exercised over the work of a nurse practitioner and registered nurses. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Plans, implements, coordinates, supervises and evaluates the provision of nursing services of the Medical Department to ensure a high quality of professional service and maintenance of agency standards;

Supervises, and is responsible for, the daily operations of the Medical Department such as physical examinations for new inmates, tuberculosis skin testing of new inmates and surveillance, infection control, bloodborne pathogens precautions, emergency equipment and negative pressure performance inspections, etc.;

Ensures accurate and descriptive records of the medical treatment and nursing care of patients;

Checks physician's orders, medication cards and charts to ensure prompt and accurate execution of orders;

Receives reports on condition of patients, and records any mental or physical changes;

Instructs and assists nursing staff on nursing problems and related activities;

Writes and implements Medical Department policies and procedures;

Administers quality assurance program at Medical Unit;

Performs utilization review;

Conducts in-service training;

Conducts medical records audits;

Provides a variety of personnel management and supply distribution activities;

Ensures compliance with the rules and regulations of the NYS Public Employee Safety and Health Unit;

Serves as liaison with community and other health care providers;

Reviews and compiles appropriate records and reports;

**NURSE COORDINATOR (SHERIFF'S DEPARTMENT)**

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of nursing techniques and their relation to medical and surgical practices, and a high degree of skill in their application; comprehensive knowledge of materia medica, hospital dietetics, sanitation and personal hygiene; thorough knowledge of clinical division management, ward management, and hospital supply distribution practices; demonstrated ability to supervise the work of others; ability to communicate effectively; ability to understand and carry out technical oral and written instructions; ability to secure the cooperation of others; good observation; mental alertness; thoroughness.

**MINIMUM QUALIFICATIONS:** Licensure and current registration to practice as a Registered Professional Nurse in New York State; **AND**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree in Nursing **AND** two (2) years of professional nursing experience **AND** one (1) year of supervisory experience; **OR**
- (B) Four (4) years of professional nursing experience **AND** one (1) year of supervisory experience.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 09/04/97

Revised: 09/16/97, 04/02/02