



## **FACILITY NURSE DUTIES**

### **POLICY.**

It is the policy of the Deschutes County Adult Jail (DCAJ) and Work Center (WC) to ensure the well being of all inmates housed in the facility by providing quality medical care in an organized and consistent manner in accordance with DCAJ policies and procedures, medical Standing Orders and Treatment Protocols.

### **PURPOSE.**

The purpose of this policy is to ensure the quality of the medical care provided by describing the duties and authority of the Facility Nurse.

### **OREGON JAIL STANDARDS. None**

### **REFERENCES:**

- ORS 169.076 Standards for local correctional facilities
- ORS 169.162 Liability for costs of medical care for persons in county facility

### **DEFINITIONS.**

**Facility Nurse.** A Deschutes County Sheriff's Office civilian employee, supervised by a corrections lieutenant, who is a certified registered nurse.

**Standing Orders.** Medical directives pertaining to the care and treatment of inmates incarcerated at DCAJ and Work Center. Standing Orders are intended for use by the Facility Nurse only.

**Treatment Protocols.** Medical directives pertaining to the care and treatment of inmates incarcerated at DCAJ and Work Center. Treatment Protocols are intended for use by the Facility Nurse and health trained officers.

### **PROCEDURES.**

#### ***SECTION A: GENERAL DUTIES***

- A-1.** Adhere to all DCAJ policies and procedures, including Standing Orders and Treatment Protocols.

**A-2.** Participate in policy-making regarding healthcare services at DCAJ and assist the Facility Provider in creating Standing Orders and Treatment Protocols.

**A-3.** Perform additional duties, as required and assigned by the Facility Provider.

***SECTION B: INMATE AND STAFF CARE DUTIES***

**B-1.** Conduct inmate sick call as needed.

**B-2.** During facility medical emergencies, provide first aid as needed, perform triage evaluations, and determine the need for outside medical assistance.

**B-3.** Perform inmate health assessments.

**B-4.** In a timely manner, review all medical and mental health screenings of incoming inmates.

**B-5.** Confirm need and administration of prescription medication with treating physicians.

**B-6.** Obtain detailed medical and psychiatric histories, as needed, for the completion of individual inmate health care plans.

**B-7.** Make arrangements for outside medical services and treatment as needed.

**B-8.** Maintain complete documentation on medical services provided to individual inmates.

**B-9.** Provide the facility kitchen with information regarding special dietary requirements of individual inmates.

**B-10.** Keep corrections staff informed about healthcare plans and needs of individual inmates as needed.

**B-11.** Administer an optional, yearly, PPD tuberculosis skin test for corrections staff.

***SECTION C: MEDICATIONS***

**C-1.** Administer medications, in a timely manner, according to physician orders and with regard to applicable legal and security requirements.

**C-2.** Maintain and inventory emergency prescription drugs, prescription medications, over-the-counter medication and other authorized medications.

**C-3.** Ensure proper storage, security, and disposal of controlled substances, needles, syringes, sharps, and/or contaminated medical supplies.

- C-4.** Maintain adequate stocks of current medicines and supplies to provide service in a timely manner.
- C-5.** Work with healthcare providers and vendors to maintain stocks, return expired medications, and reconcile medical billings.
- C-6.** On a yearly basis, review and update the Formulary of emergency medications with the Facility Provider.

***SECTION D: MEDICAL RECORDS***

- D-1.** Maintain complete, timely, and accurate medical records.
- D-2.** Protect the confidentiality of all medical records and release medical record information only in accordance with DCAJ policies and procedures, professional standards, and statutory requirements.
- D-3.** Facilitate the transfer of health care information in accordance with policies and procedures, by maintaining good working relationships with the medical community and other local and state correctional facilities.