

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: NURSE PRACTITIONER**

---

### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to oversee and coordinate activities associated with provision of medical care for inmates and officers of the jail. Duties and responsibilities include supervising staff, overseeing nursing activities and patient medical care, monitoring quality and effectiveness of patient care, responding to emergency medical situations, developing department budget, overseeing preparation of documentation and maintenance of records, interacting with the public, and performing other duties as assigned. Reports to Major/Detention.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and disciplining.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with established nursing principles, medical protocols, and all other applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures, infection control procedures, and security procedures; monitors security of medications, medical instruments, and other supplies; monitors work environment and use of safety equipment to ensure safety of employees, patients, inmates, and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with detention center officials, physicians, and other officials to review operations and activities, review and resolve problems, receive advice/direction, and provide recommendations.

Develops and administers budget for assigned area; monitors expenditures to ensure compliance with approved budget; writes grant proposals and related documentation to increase funding in specific areas.

Directs nursing programs and other departmental quality improvement programs; evaluates standards and performance criteria; provides input into medical standards and guidelines.

Evaluates delivery of patient care through observation and review of medical records; identifies clinical problems requiring attention; investigates problems and follows through with corrective plans.

Oversees and conducts daily operations; informs staff members of applicable staffing changes, program updates, policy/procedure changes, departmental activities, current trends, and other issues; coordinates staff training and education to implement new functions and to update skills/knowledge.

Establishes and maintains positive public relations through constructive nurse/client relationships.

## **Rutherford County, Tennessee • Nurse Practitioner**

---

Provides information and education to the public; responds to inquires relating to department activities; provides health teaching and counseling relating to clinical instruction; provides supervision as site experience for students in the community.

Encourages the use of cost-effective medical care; discourages over-utilization of duplication of costly services.

Provides preventive health screening and interventions.

Conducts comprehensive physical examinations; diagnoses patient problems and issues prescriptions for common, acute, and chronic disorders; promotes health and wellness; administers medications and treatments per prescribed guidelines; assists supervising physicians as needed.

Responds to crisis situations; assesses, triages, stabilizes, and arranges for transport of patients/inmates in emergency conditions, such as cardiovascular emergencies, neurological problems, obstetrical complications, psychological crises, suicide attempts, drug use, or other situations.

Prepares patient charts, medical records, and departmental files; records a variety of data; files reports and forms in patient charts; reviews test results, laboratory reports, and other data for abnormalities.

Prepares or completes various forms, reports, correspondence, patient charts, medical records, inmate transfer forms, performance evaluations, budget documents, grant documents, or other documents.

Receives various forms, reports, correspondence, patient charts, medical records, laboratory reports, budget reports, medical books, drug/medication guides, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, patient tracking, or other computer programs; performs basic maintenance of computers and office equipment, such as backing up data or replacing paper, ink, or toner.

Oversees maintenance of computerized and hard-copy patient records and department files; retrieves and/or revises patient information from computer system; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files.

Oversees operation of a variety of equipment, tools, medical/diagnostic instruments, medical supplies, testing kits, or general office equipment associated with work activities; inspects equipment to ensure safety and proper operations; ensures appropriate cleaning, sanitation, and maintenance of equipment, instrumentation, and facilities; coordinates repair or replacement of equipment as necessary.

Monitors inventory levels of departmental supplies; ensures availability of adequate materials to conduct work activities; checks expiration dates of drugs and supplies; initiates orders for new or replacement supplies/materials; conducts periodic inventory counts.

Communicates with department management, employees, other departments, patients, inmates, visitors, family members, the public, medical staff members, medical professionals, medical facilities, jail personnel, law enforcement personnel, state/local agencies, community organizations, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Works with jail inmate patients, non-English speaking patients, handicapped patients, chronically ill patients, or other individuals in a high-security environment involving locked facilities and presence of security of officers; assists with physical restraint of patients/inmates when necessary.

## **Rutherford County, Tennessee • Nurse Practitioner**

---

Coordinates and/or participates in occupational health clinics for county employees, deputy officers, or the public; assists with clinics involving tuberculosis screening, tetanus shots, hepatitis B shots, first aid, or other health activities.

Attends various meetings, serves on committees, and makes speeches or presentations as needed; represents the department in meetings and programs.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new practices, medications, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Master's degree in Nursing, Public Health Administration, or closely related field; supplemented by six (6) years previous experience and/or training that includes nursing administration, public health administration, clinical nursing, and management/supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Tennessee Registered Nurse (RN) license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds); may occasionally involve heavier objects and materials.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, toxic agents, disease, pathogenic substances, or violence.



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date