

Job Code: U8800
Pay Grade: UE
Pay Scale: \$69,888.00-\$113,971.20 Annually
Exempt: Yes

OVERVIEW

Perform duties overseeing the daily operations of the medical clinic and ensuring the efficient flow of patient care. Responsibilities include supervising the medical care delivery process of the clinic including, but not limited to, the assessment of patients; completion of medical care as ordered by medical care providers; management of clinical staff; management of medical supplies; training of clinical staff; and selection, management, and training of all medical equipment.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Work directly with the medical providers and staff to manage the daily operations of clinical care.
- Supervise licensed practical nurses (LPNs) and medical assistants (MAs).
- Perform screening and diagnostic tests including Electrocardiography (ECG), Spirometry, Titmus, Audiometry, Respirator Fit Testing, and Urinalysis.
- Perform specimen collection including phlebotomy, urine collection, and urine drug screening.
- 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.
- Assist providers in patient care and the resulting after treatment education.
- Document treatment information within electronic medical records.
- May supervise other staff.
- Perform other related duties as required.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of nursing theory, techniques, and practices.
- Working knowledge of medications, drugs, and narcotics and their effects.
- Some knowledge of State of Florida licensure requirements.
- Strong verbal and written communication skills.
- Skill in the use of medical equipment.
- 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.

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

- Graduation from an accredited school or college of nursing.
- Two years of experience as a registered nurse.
- Possession of a State of Florida Registered Nurse License.

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.