

JOB DESCRIPTION

Section 1 – Identifying Data

09-OG-07

Position Number:
Position Title: Corrections Nurse
Incumbent: Vacant
Supervisor's Title: Deputy Superintendent
Programs
Supervisor's Position Number: 103287

Department: Justice
Branch/Unit: Whitehorse Correctional Centre
Location: Whitehorse, Yukon
Date Completed: February 18, 2009
Medical Clearance Required: Yes
Security Clearance Required: Yes

Section 2 - General Summary

The Corrections Nurse is responsible for the administration of medical, mental health, dental and optometry programs and the public health function within the Whitehorse Correctional Centre and for recommending suitable work participation and treatment for offenders with particular mental and physical health problems.

Section 3 – Organizational Structure

Describe, in narrative form, the place of this position in the organization, including peers (those positions reporting to the same supervisor as the topic position), subordinates, and supervisor's supervisor.

This position reports to the Deputy Superintendent Programs, who reports to the Superintendent.

Section 4 – Principal Duties and Responsibilities (limit to 10 Duty Statements)

1. Identifies the physical or mental health care needs of sentenced and remanded male and female offenders in order to promote health, prevent and cure disease and disability, and to rehabilitate the patient including examining offenders after admission or before transfer to other facilities to identify health problems and referring inmates to the institutional or community physician or other physical or mental health professionals as required.
2. Conducts regular inmate sick calls to identify and treat minor ailments or injuries, recommending referrals to the institutional physician, and respond to medical emergency situations (inmate and staff accidents, and rapidly changing health conditions) by providing immediate treatment or recommending emergency referral. Recommends the preparation of special diets for specific inmates to Food Services.
3. Dispenses medications as prescribed, in accordance with security procedures for the Centre, and maintains medical prescription journals listing medications administered, packages medication and instructs other correctional staff on procedures for distributing drugs after hours, and maintaining strict control over narcotics and other drugs likely to be abused.
4. Conducts eye, blood, and urine tests and arrange inmate appointments for treatment at local medical and dental clinics, labs, x-rays, or optometrists.
5. In the absence of the Corrections Nurse/Coordinator, coordinates the medical, psychiatric and health care function to ensure the efficient operation and quality of medical, psychiatric and health care services at the Centre.
6. Takes proper care of and maintains medical facilities and equipment (including, but not limited to centrifuge machine, oto-opthalmoscope, sphygmomanometer, gluco-meter, and blister pack machine) by following manufacturer's recommendations, general nursing and workplace safety procedures. Secures at all times all associated equipment (including, but not limited to medical cart, drug room and cabinets) and supplies by ensuring that they are accounted for and locked in her absence. Cleans the nursing station.

7. Maintains and controls a confidential medical records filing system to safeguard offender rights and facilitate the development and monitoring of medical/psychiatric treatment plans which involves maintaining records, reports, and health care files on offenders, as required by physicians, public health officials, and the law, and ensuring that all confidential medical and psychiatric records are stored in a safe and secure area and that access to confidential medical records is controlled on a need to know basis. Provides medical inmate summary to authorised staff without jeopardising confidentiality.

Section 5 – Contacts

Describe, in narrative form, the working relationships inherent to the success of the job.

- Contact with offenders to exchange information, conduct medical examinations, provide medical treatment, encourage healthy living, and monitor offender progress, address concerns, and resolve problems.
- Where appropriate or required provides written reports to physicians, public health officials and authorised WCC staff.
- Contact with Whitehorse Correctional Centre staff to exchange information, and administer emergency first aid to injured correctional staff.
- Contact with physicians to exchange information and consultation.
- Contact with associated health care professionals to exchange information and coordinate use of Centre medical facilities.
- Contact with Senior Corrections Nurse and the other AOC Corrections Nurse(s) to exchange information regarding clients, professionals, etc., and schedule work activities.
- Contact with Case Managers to provide input into inmate case plans.
- Contact with Family Doctor of inmate at release to provide information.

Section 6 – Problem-Solving

List three examples of problems, issues, or complexities most typically encountered in the job AND describe the actions this job takes to resolve each problem listed.

1. The incumbent will examine offenders to identify physical and mental health problems and needs and determine if referrals are appropriate and if so what the appropriate referral should be i.e. physician or other physical or mental health professionals. Offenders may be demanding, hostile, and suffering from emotional disorders complicate examinations. There can be conflict between the requirements for medical treatment of the individual and the security requirements of the institution.
2. This position must be able to detect drug seeking behaviour in inmates in order to make proper nursing diagnoses and referrals for treatment. Depending on the patient instruments used could be urine drug screens, lab tests, personal interviews, objective and subjective observations, check sheets (i.e. 24 hour observation report by security staff) and the past medical history. The results of these analyses will also ensure the validity of patients claiming to be addicts to prevent drug trafficking within the Correctional Centre.
3. This position has to be able to manage multiple needs/issues in potentially limited timeframes.

Section 7 - Specific Accountabilities

1. Describe final decisions regularly made for which the incumbent is held accountable.
 - Treatment of minor ailments or injuries of offenders
 - Dispensing of prescribed medications;
 - Scheduling of offender medical/health care appointments;
 - Release of confidential medical records to non-authorized persons;
 - Referral of sick or injured offenders to physicians, dentists, etc.;

- Suitability of offenders participating work programs from a nursing perspective;
- Frequency of health follow-up of offenders;
- Nursing care plans, intervention, referrals and information provided based on analyzing offenders health, well being;
- Planning, prioritizing and organizing work and schedules to ensure ongoing provision of medical, mental health, dental, optometry and public health services to offenders;
- Development and implementation of appropriate treatment plans.
- Prioritization of own work.

2. What are the expected end results of this position, i.e. what are the impacts of performing the Principal Duties and Responsibilities?

Decisions directly affect the health of offenders and indirectly affect correctional staff in carrying out their custodial duties. Failure to properly assess the seriousness of an illness could result in hospitalization requiring the provision of 24-hour security supervision. Scheduling decisions for treatment in the community will impact on the provision of escort staff from existing staff resources

Section 8 - Budget

1. a) What is the Annual Budget for the unit under the direct control of the position?

Fiscal Year	
Annual Payroll	N/A
O&M Budget (excluding Payroll)	N/A
Capital Budget (excluding Payroll)	N/A
Revenues	N/A
Recoveries	N/A

b) Does the position have the authority to reallocate resources, i.e. transfer budget funds? If yes, provide examples.

N/A

2. If applicable, describe other expenditures or revenues influenced by this position and how.

The incumbent influences the expenditure of funds by the WCC through recommendations regarding expenditures related to the purchase and use of medical/health-related equipment and supplies.

Section 9 - Working Environment

Describe in narrative form the position's working environment, which can be generally favourable or include exposure to undesirable conditions.

This position works in secure environment and is exposed to abusive and dangerous offenders and high levels of anxiety and stress due to unpredictable behaviour of inmates, some of whom are demanding, hostile, and suffering from emotional disorders and/ or drug withdrawal.

1. Physical Effort

There is a requirement for substantial physical effort for up to 60% of the time daily when: standing, bending and reaching when conducting medical examinations and providing treatment.

2. Physical Hazards

Position is frequently exposed to offenders suffering from chronic illnesses and infectious diseases within the confines of the institution and there is always a potential for assault from volatile/aggressive offenders.

Section 10 - Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent: _____</p> <p>Date: _____</p>
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<p><u>Director of Human Resources:</u> (Comments)</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><u>Deputy Minister:</u> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <p>Deputy Minister: _____</p> <p>Date: _____</p>
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