



NURSE DUTIES

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) 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 AJ 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.

- G-213 Medical Staffing

REFERENCES:

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

DEFINITIONS.

Nurse. A Deschutes County Sheriff's Office civilian member who is a certified registered nurse and supervised by the Medical Director.

Standing Orders. Medical directives pertaining to the care and treatment of inmates at the AJ. Standing Orders are intended for use by a nurse only.

Treatment Protocols. Medical directives pertaining to the care and treatment of inmates at the AJ. Treatment Protocols are intended for use by both nurses and health trained deputies.

PROCEDURES.

SECTION A: GENERAL DUTIES

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

- A-2.** Participate in policy-making regarding health care services at AJ and assist the Medical Director in creating Standing Orders and Treatment Protocols.
- A-3.** Perform additional duties, as required and assigned by a supervisor or Medical Director.

SECTION B: INMATE AND MEMBER CARE DUTIES

- B-1.** Conduct inmate sick call as needed.
- B-2.** During medical emergencies, provide first aid as needed, perform triage evaluations, and recommend the need for outside medical assistance.
- B-3.** Perform inmate health assessments.
- B-4.** In a timely manner, review all medical and behavioral 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.** Arrange for outside medical services and treatment as needed.
- B-8.** Maintain complete documentation of medical services provided to each individual inmate.
- B-9.** Provide the contracted food service vendor with information regarding special dietary requirements of individual inmates.
- B-10.** Keep members informed about health care plans and needs of individual inmates as needed.
- B-11.** Administer an optional, yearly, PPD tuberculosis skin test for members.

SECTION C: MEDICATIONS

- C-1.** Administer medication, in a timely manner, according to Medical Director 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 health care providers and vendors to maintain stock, return expired medication, and reconcile medical billings.
- C-6.** On a yearly basis, review and update the formulary of emergency medications with the Medical Director.

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 AJ 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.