**Class Summary**

The responsibilities of this classification include providing oversight and supervision of nurses and support staff in the King County jails, assuring appropriate staffing levels are achieved, providing direct clinical nursing care, and overseeing compliance with applicable laws, standards, and regulations.

**Distinguishing Characteristics**

This is a single level classification. This classification is distinguished from Personal Health Services Supervisor and other nursing classifications in that the incumbent is responsible for supervising assigned staff in King County correctional facilities to meet inmate-patient needs.

**Examples of Duties**

1. Supervise and evaluate assigned staff to ensure the delivery of quality health care, and provide staff with regular performance reviews.
2. Ensure the delivery of all required nursing and ancillary services to meet the daily health care needs of inmate-patients. Assure adequate daily staffing and distribution of work assignments among staff.
3. Develop and implement contingency plans to meet changing work load needs.
4. Perform periodic nursing services to ensure patient safety and the daily demand of nursing care is met, and to be familiar with all work processes in order to lead and provide continuous process improvement for the nursing program.
5. Develop, implement, monitor, and evaluate quality assurance activities to demonstrate compliance with standards, laws, regulations, policies, and procedures.
6. Develop, maintain, and analyze metrics on program operations and implement necessary changes.
7. Participate in after hours on-call duties, by telephone and/or in-person as warranted.
8. Coordinate with internal stakeholders and other health care facilities, to facilitate service delivery.
9. Participate in the development, implementation, and evaluation of staff training, orientation, and education programs.
10. Manage and/or participate in the hiring process.
11. Investigate and respond to incident/accident reports, grievances, ombudsman calls, legal requests or information, and family inquiries.
12. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of professional nursing and of health care maintenance

Knowledge of supervisory techniques and principles

Knowledge of infectious disease management, control, and safety standards

Knowledge of public health nursing practices and principles

Knowledge of occupational health and safety hazards

Knowledge of adult learning techniques and principles

Knowledge of Washington State law relating to nursing care (WAC 18.79)

Knowledge of continuous improvement techniques and principles

Knowledge of Quality Assurance/Quality Control (QA/QC) standards and methods

Knowledge of health care systems and applicable state and federal laws, and regulations

Knowledge of and skill in team development and team building

Knowledge of personal safety techniques and principles

Skill in oral and written communication

Skill in facilitation, problem-solving, and conflict resolution

Skill in time management and organization

Skill in initiating appropriate emergency response

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Bachelor’s degree in nursing science from a School of Nursing

Advanced training in nursing administration or public health

And any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Washington State license as a Registered Nurse

Washington State Driver’s License or the ability to provide transportation to work locations with limited or no public transportation may be required for some positions

Passing a security clearance and/or background check

Current CPR & BLS certification

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-exempt |
| **Service Status** | Career Service |
| **EEO Code** | 3 |
| **Levels within same series** | None |
| **Class History** | 07/2019 – Created (Classification Specification) |