

**Knox County Sheriff's Office
Position Description**

LICENSED PRACTICAL NURSE (LPN)

Date of last revision: April 2020

Job Code:

Job Grade: 9

FLSA Status: Non-Exempt

Division:

Reports to: Medical Supervisor

X Civilian position

Corrections position

Law enforcement position

Position Summary

The LPN has the primary responsibility to perform a variety of medical functions related to the health and welfare of the inmates.

Required Duties

The following are required duties of this position:

- Ensures all inmates have exams within 14 days of entering the facility.
- Ensures continuity of care with community providers.
- Maintains accurate, complete health care records and reports.
- Administers medications to patients and monitors them for side effects and reactions.
- Prescribes assistive medical devices and related treatments.
- Records patient vital signs and medical information
- Orders medical diagnostic and clinical tests.
- Monitors, reporting, and recording systems or changes in patient conditions.
- Administers non-intravenous medications.
- Asses implementing, planning, or evaluating patient nursing care plans by working with healthcare team members.
- Modifies patient health treatment plans as indicated by patient conditions and responses.

Education and Training Required

The following are the educational and/or training requirements for this position:

1. Must be able to read and comprehend English language directives, training materials, and other documentation.
2. Must have current LPN license through the State of Tennessee.

Experience Required

The following experience is required for this position:

1. 1 year of Nursing experience preferred.

Knowledge, Skills and Abilities

The following non-physical knowledge, skills and abilities are required for this position:

1. Ability to assist in a medical crisis or emergency as needed.
2. Must complete the duties of a first responder for pre-a incidents when necessary.
3. Must be knowledgeable of relevant ACA and TCI standards and applicable forms.
4. Must follow proper telephone, radio and intercom communication
5. Must have basic nursing assessment and practical skills.
6. Ability to maintain electronic health records.

Physical Abilities

The following physical ability(s) is/are required for this position:

1. Must be physically able to operate a variety of office/medical equipment.
2. Must maintain the ability to work any hours, any shifts and/or any days.
3. Must be able to lift no less than 50lbs.

Position-Specific Responsibilities

The following responsibilities are required for this position:

1. Executes other responsibilities as assigned by the Sheriff, Chief Deputy or supervisor.

Tools, Machinery and Equipment

Ability to operate or use the following machinery and/or equipment is required for this position:

1. Computer equipment
2. Multi-line telephone

3. Photocopier
4. Fax machine
5. Medical equipment as required

The Knox County Sheriff's Office is an equal opportunity employer.