

DEPARTMENT: SHERIFF

DIVISION: JAIL

POSITION: MEDICAL OFFICER

SUPERVISOR: DIRECTOR OF NURSING, MEDICAL DIVISION

JOB DESCRIPTION:

Work involves responsibility for the day-to-day operation of the medical department. Work involves primary responsibility for a variety of jobs: Maintaining safety and security of the county jail and inmates, assessing and treatment of medical complaints, dispensing medications, performing medical intakes, TB screenings on all new intakes, monitoring health and welfare needs of inmates, Monitoring and treating chronic medical conditions, maintaining medical records, routine wound care, inform and coordinate with medical provider for treatment of medical conditions, respond to medical emergencies, and ensuring maintenance and cleanliness of medical areas.

EXAMPLES OF TASKS PERFORMED:

17. Order medications for inmates
18. Maintains good knowledge of medical treatment protocols
19. Reviews and triages inmate sick calls
20. Treats medical complaints by medical protocols in a timely manner
21. Administers and logs prescribed medication to inmates
22. Documents all encounters, medication, and treatments in medical records of inmate
23. Performs routine wound care
24. Maintains current information in jail records and computer systems
25. Medical intake screening, TB Screenings and base line vital signs on all new intakes
26. Performs 14 day physicals
27. Gives patient education on medical conditions as needed
28. Inventory of medical supplies
29. Schedule routine lab work, x-rays, dental visits, medical provider visits and outside appointments
30. Responds to medical emergencies
31. Maintain that all medical equipment is in stock and in working order
32. Adheres to key control policies and procedures within the department
33. Inspects and authorizes release of inmate medical documents and personal medications or medical equipment
34. Performs diabetic checks multiple times daily and supervises insulin administration
35. Supervises maintenance and cleanliness of all medical areas daily
36. Makes required checks of all inmate areas to ensure inmate safety and well-being of inmate housed in medical unit
37. Monitors and communicates with Pod officers on medical conditions of inmates
38. Performs other related work as required

REQUIREMENTS:

10. Must be licensed jailer through TCOLE within one year of employment
11. Must be licensed as a Paramedic, Licensed Vocational Nurse, or Registered Nurse in the State of Texas
12. Ability to read and write the English Language
13. Ability to meet specific physical requirements that may be established by departmental administration

Job Descriptions – Medical Officer

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14. Ability to remain calm under stress
15. Ability to understand and assist in solving Office related issues
16. Ability to respond to pages, telephones, two-way radios, and other auditory stimulation
17. Ability to evaluate and interpret information and to make independent decisions

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of modern police and corrections practices and methods
- Some knowledge of appropriate federal, state and local laws
- Knowledge of modern medical practices
- Knowledge of direct supervision concepts
- Knowledge of interpersonal communication skills
- Some knowledge of the geography of the county and adjacent areas
- Ability to speak and write effectively
- Knowledge of Office policies, procedures, rules, and regulations