



Job Code: 9268

Grade: FA

HCWR: N

Job Title

Patient Care Support Nurse

Department

Patient Care Services

Job Summary

The Patient Care Support Nurse is a registered professional nurse (RN) who is responsible and accountable to provide professional nursing care to all patients/detainees of various ages utilizing the nursing process of assessment, planning, intervention and evaluation. Effectively interacts with patients/ detainees, correctional officers, peers, department heads, physicians and a multi-disciplinary health team. Follows and maintains standards of professional nursing practice. Utilizes critical thinking and problem-solving skills to effect positive patient outcomes. Practices within the scope of the Nurse Practice Act. The patient Care support nurse demonstrates accountability for leadership by directing, supervising, and coordinating the activity of ambulatory and infirmary personnel, including Licensed Practical Nurses and other nursing support staff assigned to the area. The Patient Care Support Nurse is responsible for collaborating with the multidisciplinary team in all assigned units to facilitate and expedite patient flow and throughput, including admissions, transfers, and discharges. This position is also responsible for supporting staff RNs in the assigned units with clinical skills, patient care, and other tasks and must be continually flexible to receive and enact on assignments to provide relief to staff RNs related to emergencies and coverage for lunch and breaks and rounding.

Typical Duties

- Receives notification from Staffing Office of daily assigned unit location and is assigned primarily to designated Department and responsible to take assignment within the departmental units to provide nursing care.
- Assists with patient care tasks within their designated clinical specialties, but when appropriate may assist with nursing care tasks within their clinical competencies that emerge other units on a temporary basis.
- May receive assignments to multiple units within the shift, within their primary department depending on patient care needs and performs all duties appropriate for a nurse within that department.
- May take patient assignments on the unit in emergencies.
- Must be able to listen and respond to changes in assignments efficiently and ensure a safe handoff of patient care. Willing to be flexible in accepting assignments.
- Ensures appropriate and timely handoff communication to other staff nurses and charge nurses at shift change and assignment change to ensure continuous safe care.
- Performs admissions, discharges and transfers of patients/detainees.
- Communicates effectively with patients, visitors and other team members
- Applies and documents all elements of the nursing process, through assessment, planning, implementing and evaluating the delivery of care for patients of all ages (evaluates patient outcomes).
- Utilizes a multi-disciplinary approach to ensure the highest quality patient care.
- Uses critical thinking and clinical judgment throughout the decision-making process.
- Delegates specific tasks to other care givers (LPN, other support staff) and assumes responsibility for all patient care.



Typical Duties

- Works with patients, families, and other healthcare workers as necessary to assist patients to their attainable level of wellness.
- Fosters illness prevention through assessment of detainee Health Request Forms, assessment and triage of patients and focusing (promoting) patient education.
- Participates in division/unit meetings, unity/divisional decision making, cost containment and quality improvement activities.
- Supports the Department of Patient Care Services Policies/Procedures and Standards. Supports divisional/unit standards of practice and the Institutional Policies and Procedures.
- Assumes responsibility and for maintaining accountability, attendance and minimizing tardiness.
- Assumes responsibility and accountability for maintaining a minimum of 12 (twelve) hours of in-service education annually.
- Assumes responsibility and accountability for acquiring and maintaining current knowledge of Correctional Standards.
- Knowledge of policy and procedures relating to infection control, safety, fire, external and internal disasters and other mandatory programs. Assumes accountability for compliance and attendance at educational training.
- Assumes accountability and responsibility for maintaining current professional licensure, CPR, and other professional certification.
- Contributes and assist with the orientation of new personnel.
- Administers medications according to policies and practice standards. Utilizes knowledge of Pharmacology, patho-physiology, mathematics, therapeutic dosage, signs and symptoms, side effects in the administration of medications.
- Ensures medication passage to all assigned detainees, reports and documents refusals or omissions.
- Assumes responsibility for patient rounds both on units and tiers. Assess patient need for health care services.
- Assesses patients need for emergency care and initiates appropriate action.
- Demonstrates the ability to properly use emergency equipment.
- Facilitates patient transport from division/unit to the emergency room as appropriate.
- Provides supervision and support to Licensed Practical Nurses and other support staff.
- Collaborates with physicians, emergency medical technicians, paramedics and all health care team members.
- Fosters collaborative relationships with correctional staff.
- Promotes positive customer relations through a congenial attitude and support for patients, visitors, physicians, correctional staff and other health care team members.
- Participates as requested on committees.
- Ensures consistency and compliance with established documentation policies.
- Maintains own safety and those of others within the correctional environment.
- Maintains ethics and confidentiality.
- Presents a professional appearance in attitude, dress, communication and grooming.
- Fosters own professional growth through goal setting and monitoring achievement at a minimum annually.
- Participates in process management in order to meet regulatory agency standards (National Commission on Correctional Healthcare, JCAHO, OSHA, HIPPA, and Corporate



Typical Duties

- Compliance).
- Assumes responsibility for functioning of the unit and serves as a resource person for all unit personnel.
- Reports unit problems and unit activity to House Administrator when Nurse Coordinator is not on duty.
- Makes and adjusts assignments if and as necessary and informs personnel of changes.
- Assists personnel with priority setting and delegation of work for organized workflow.
- Collaborates with support systems for adequate supplies and equipment for continuity of care for current shift and oncoming shift.
- Makes patient rounds to evaluate patient needs, accomplished care and takes accountability for patient census and care needs.
- Assumes responsibility for implementation of physician's orders and nursing directives for patient's needs.
- Communicates unit activities to Nurse Coordinator.
- Arranges staffing for oncoming shift. Provides adequate reports to charge nurse/manager.
- Utilizes critical thinking, judgment, management principals and leadership skills.
- Provides direct patient care to patients.
- Observes and collects data to facilitate patient assessment and nursing diagnosis from which a patient care plan is initiated.
- Provides written documentation regarding the patient care administered.
- Participates in team conferences, in-service presentations, staff meetings, patient care conferences and other additional training related to patient care and/or management.
- Maintains inventory of medical supplies/equipment and prepares appropriate requisitions for the acquisition of same.
- Assists in maintaining appropriate records and logs concerning clinic services.
- Assists providers in various medical tasks, assist in any emergency situation.
- Other duties as assigned.

Minimum Qualifications

- Currently licensed as a Registered Professional Nurse in the State of Illinois or the ability to obtain two weeks prior to starting employment
- One (1) year of Correctional Health or Med/Surg experience
- Current Cardiopulmonary Resuscitation (CPR) certification

Preferred Qualifications

- One (1) year recent, within the last three (3) years, paid clinical experience in acute care health facility or ambulatory care facility Advanced Cardiovascular Life Support (ACLS) certification
- Drug/alcohol dependency or case management experience
- Bachelor of Science in Nursing from an accredited college or university

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of Medical Surgical Standards of Care
- Knowledge of skin and wound care



Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of hypertensive and their side effects
- Knowledge of care and management of the diabetic patient
- Knowledge of fluids and electrolytes
- Basic knowledge and understanding of routine labs
- Knowledge of Ambulatory Care standards
- Basic knowledge of nursing management of the oncological patient
- Basic knowledge of nursing management of the patient with respiratory disturbances, TB, asthma
- Knowledge of demonstrated skills in nursing management of renal patients
- Good physical assessment skills
- Basic knowledge of nursing management of the patients with head trauma and neurological disturbances
- Basic knowledge of nursing management of the patients with musculo-skeletal challenges
- Basic knowledge of nursing management of the patient requiring restorative care
- Competent skills in managing the patient requiring intravenous therapy
- Competent skills in acquiring venous access
- Competent skills in blood drawing
- Competent skills in point of care testing
- Demonstrated ability to inset and manage patients with naso-gastric tubes and digestive disturbances
- Ability to recognize and intervene with signs of hypo and hyperglycemia
- Ability to provide direct patient care to patients

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.