



## **BUFFALO COUNTY SHERIFF'S OFFICE STANDARD OPERATING PROCEDURES**

I. JOB TITLE: Certified Nursing Assistant (CNA) Jail

### II. CHARACTERISTICS OF THE JOB

1. Under general supervision, the Jail CNA performs work in the practical aspects of medical care of the inmates in the Buffalo County Jail under the supervision of the Jail Registered Nurse and in accordance with CNA certification and regulation through Nebraska Department of Health.

### III. JOB ESSENTIAL FUNCTIONS

1. Provides clerical assistance to the Jail Registered Nurse through computer entry and scanning of documents into the inmate's charts.
2. Assists with Med Cart stocking and re-stocking.
3. Assists in the taking and recording of inmate's vital signs but not at nurse call.
4. If certified as a Medication Aide, Dispenses medications within one hour of ordered time utilizing corrections staff.
5. If certified as a Phlebotomist, taking, preparing, and packaging of inmate blood draws when ordered and under direction of Jail Registered Nurse.
6. Ability to multi-task.
7. Helps to lift an unconscious inmate (minimum 40 pounds) or control a seizing inmate.
8. Dispenses medications by setting up inmate medications in packets with "name, date, time, and type of medication" to be issued by Corrections Officers on duty as long as certified as a Certified Medication Aide.
9. Interacts effectively with inmates by practicing good communication skills, good problem resolution skills, and positive discipline techniques.
10. Uses effective public relations skills.
11. Maintains relationships with colleagues and superiors, which promote mutual respect and enhance overall Agency goals.

#### IV. EXAMPLE OF DUTIES

1. Documents actions by completing forms, reports, logs, and records
2. Takes and records temperature, pulse, blood pressure, and respirations of inmates.
3. Maintains patient stability by checking vital signs and weight, testing urine and recording intake and output information.
4. Records medications and treatments of inmates through computer entry or scanning.
5. Protects Office's value by keeping patient information confidential.
6. Under direction of Jail Registered Nurse, schedules appointments for inmates to visit physicians outside the facility when required.
7. Prepares reports when required.
8. Performs related work as assigned.

#### V. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Know the philosophy and objectives of the Buffalo County Sheriff's Office.
2. Have complete knowledge of the policies and procedures governing the Buffalo County Sheriff's Office.
3. Maintains current CNA certification through the Nebraska Department of Health.
4. Maintains current CPR certification.
5. Updates job knowledge by participating in educational opportunities, reading professional publications, participating in professional organizations and maintaining certification.
6. Maintain proper communication with all personnel and in doing so ensures that a working relationship is maintained at all times.
7. Maintain two-way communication with other departments.
8. Foster good public relations within the community.
9. Will have a thorough knowledge of federal, state, county, and city regulations as pertaining to CNA regulations.

10. Must complete all training required as prescribed by State Statute and department guidelines.

## VI. QUALIFICATIONS

1. Age of 21 years or older.
2. High school graduate or GED.
3. Graduate of a CNA certification course and maintain a current state license.
4. Valid Nebraska driver's license.
5. No felony or serious misdemeanor convictions.
6. No convictions for driving while intoxicated or related offenses in the past 24 months.
7. Must be of good moral character.
8. Must be able to read, write, and understand the English language at the eleventh grade level.
9. Must be able to successfully pass a polygraph examination.
10. Must be able to successfully pass a drug screen test.