



# Prison Nurse Supervisor

Department: Prison

Revised: May 2025

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## DESCRIPTION

This is nursing and supervision work in the unique environment of a correctional facility. The Nurse Supervisor is responsible for the supervision and scheduling of nurses at the Prison and Pre-Release Center. This supervisor oversees medical expenses. Also, the Nurse Supervisor is responsible to provide medical care to inmates and treat a wide variety of medical conditions, including but not limited to diabetes, HIV/AIDS, heart conditions, hepatitis, asthma, organ dysfunction, mental illness, fractures, orthopedic conditions, tuberculosis exposure, cancer, gun shot and knife wounds, detoxification, emphysema, venereal disease, skin conditions such as scabies, lice, fungal infections, insect and spider bites, contusions, abrasions, cuts, influenza, conditions requiring colostomy, dental conditions. Nurse Supervisor is the primary caregiver and coordinator for treating inmate medical problems. Nurse Supervisor works under minimal supervision and must have a high level of competence. A prison medical director provides direction on medical issues. The Warden supervises the Nurse Supervisor.

## SPECIFIC DUTIES:

- Supervises and schedules the work of nurses at the Prison and Pre-Release Center. Ensures that nursing duties are performed appropriately. Evaluates the performance of nurses.
- Reviews and ensures the charting and documentation of medical care.
- Updates, monitors, maintains and develops policies and procedures subject to the approval of the Warden and Prison Medical Director.
- In concert with the Prison Medical Director and pharmacy, maintains a medication formulary and ensures compliance with the formulary.
- Assists Prison Medical Director in the development of standing orders.
- Reviews invoices to verify that services were performed and that the invoice is correct. Is responsible for cost containment measures.
- Maintains statistical information on medical care provided.
- Assists Prison Medical Director with the preparation of an annual report.
- Conducts physical assessments of persons committed to Prison. This includes performing vital signs tests, a TB test and questioning inmates about their health history. If necessary, implement or coordinate any care needed. Schedules persons to see the Prison Medical Director.
- Conducts sick calls of persons requesting to see medical and assess the condition. Implements and/or coordinates the care needed.
- Consults Prison Medical Director via telephone or electronic tablet for direction in the care of inmates and implements directives and prescriptions from the Medical Director.
- Provides medical care for conditions for which the Prison Medical Director has established standing orders.

- Trains new nursing employees on prison procedures.
- Assists Medical Director during clinics that occur twice weekly. Implements Medical Director orders including drawing blood.
- Makes referrals for medical care outside the Prison.
- Pours and passes medication.
- Maintains charts and related records. Prepares medical transfer forms. Corresponds with other agencies.
- Coordinates medical care with other nurses and Prison staff.
- Must be familiar and comply with Prison policies and procedures. Maintain an awareness and compliance with the security needs of the Prison.
- Responds to emergencies in the Prison, renders care and determines if further care is needed.
- Must understand the Prison's Inmate Responsibility Program and submit necessary reports in compliance with this program.
- Assists Prison staff in training on medical issues.
- Collects medical information on inmates as needed and requests information from other medical providers.
- Maintains contact with inmates in segregation and documents these contacts.
- Assists the Prison Psychiatrist in the coordination of care and medication for inmates with mental health problems.
- Maintains an inventory and orders medical supplies.
- Schedule meetings with nurses and attend other meetings as needed.
- Assists in the preparation of policies and procedures.
- Performs other duties as may be required.

### **SUPERVISORY RESPONSIBILITIES**

Supervises Licensed Practical Nurses.

### **WORKING CONDITIONS**

Light/Hazardous. Regular exposure to hazardous or unpredictable conditions due to working in close contact with inmates. Includes severely mental ill and violent inmates.

### **JOB REQUIREMENTS**

- Current PA license as a Licensed Practical Nurse. Current PA license as a Registered Nurse preferred. Four (4) years of experience as a responsible and professional nurse or medical practitioner, preferable in a corrections or emergency room setting.
- Ability to prepare written and verbal reports clearly and concisely
- Ability to perform duties independently without direct supervision
- Knowledge of current nursing practices.
- Ability to learn and implement Prison policy and procedures.
- Ability to work cooperatively with other employees.
- Ability to exercise sound professional judgement.
- Ability to supervise, evaluate and discipline subordinate employees.
- Ability to work overtime as needed.
- Must submit to and pass a pre-employment drug screening and background check per County Policy.

## **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

**County of Lycoming is an Equal Opportunity Employer**