

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Jail Nurse Practitioner                      **JOB CLASSIFICATION** Jail Nurse Practitioner

**DOT TITLE** Nurse Practitioner                      **DOT NUMBER** 075.264-010

**DEPARTMENT** Public Health                      **DIVISION** Jail Health Services, CHARS

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 4

**CONTACT'S NAME & TITLE** Mark Alstead, Operations Manager

**CONTACT'S PHONE** (206) 263 8323

### ADDRESS OF WORKSITE

Jail Health Services King County Public Health  
King County Correctional facility  
500 5<sup>th</sup> Avenue, 6W  
Seattle, WA 98104

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 12/15/03

**VRC NAME** Jeff Casem

**DATE REVISED** 9/16/09

### WORK HOURS

8 hours a day, 5 days a week with 2 fifteen-minute breaks and one 30-minute lunch per shift. The three regular shifts are 6:00-2:00, 7:00-3:00, and 1:30-9:30. Once every four to six weeks the employee works on a Saturday or Sunday, exchanging that day with a regular work week day. Work is performed in a facility that operates 24 hours per day and 7 days a week. The employee is also on call; the frequency varies based upon the number of providers available.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Required, on an occasional basis. Overtime can be unavoidable in emergency situations, such as codes and acute patients, and required without advanced notice.

### JOB DESCRIPTION

Performs physical examinations and assessments of clinic patients; prescribes medications and treatments; and educates and counsels inmate patients on a variety of health related matters.

### ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.

6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

### **JOB SPECIFIC REQUIREMENTS**

Current Washington state Registered Nurse license. Must have a Bachelor of Science Nursing degree from a National League of Nursing accredited program or its equivalent. ARNP training and certification with prescriptive authority in specialty area required. Individual DEA license required. Must have good communication, documentation, legible handwriting, negotiating and limit setting skills. Must be a multidisciplinary team player. Must have knowledge of drug and alcohol, o-occurring disorders and common medical conditions for patients. Must have the ability to display current competency for the job duties associated with this position. Must be able to ambulate throughout a multi-story facility and climb stairs rapidly and respond to emergencies. Must have a current BLS card. Must not have any open complaints against license. Must pass an extensive background and security clearance and must pass a pre-employment physical examination. Must complete 12 continuing education credits annually.

### **ESSENTIAL FUNCTIONS**

1. Interviews/examines patients in a jail setting and make assessments of their medical, physical, psychological and sociological condition.
2. Examines, diagnoses, treats and refers clients to appropriate health care agencies or facilities.
3. Determines medical conditions present and level of care needed.
4. Orders lab tests and X-rays.
5. Performs developmental and neurological tests and pelvic examinations as clinically indicated.
6. Analyzes the results of physical examinations, lab tests, health histories and other information to determine appropriate follow-up care.
7. Arranges for a variety of special tests such as pregnancy tests, blood tests, diagnostic tests and venereal diseases tests.
8. Prescribes appropriate medications and treatments within the scope of practice.
9. Develops, implements and evaluates a treatment plan for patients requiring ongoing care.
10. Provides care for inmates in medical emergencies, including necessary support to maintain life and stabilize conditions.
11. Treats minor injuries, including performing casting and minor surgical procedures.
12. Counsels and educates patients regarding a variety of health conditions, treatments and self care programs and techniques.
13. Provides counseling on a variety of other issues such as family violence, unwanted pregnancy, drug abuse and nutrition.
14. Consults with physicians, registered nurses, public health nurses and other health care staff.
15. Keeps a variety of patient and other medical records And documents care using the electronic medical record.
16. Provides in-service training for other staff.
17. Supervises nursing students.
18. Works with nursing administration and Department of Adult and Juvenile Detention to assure timely and appropriate transport of inmate patients to other health facilities.
19. Reviews clinical standards and assist in development and implementation of treatment guidelines, quality assurance/quality improvement.

20. Works with others within the program to assure compliance with NCCHC standards and subsequent accreditation.
21. Participates in internal and external committees as needed to maintain appropriate standards of care
22. Participates as a clinical on-call resource on a rotating basis with other clinical staff.
23. Performs related duties as required.
24. Has the ability to work all shifts and a variable schedule.
25. Responds to medical and/or psychiatric emergencies which require ambulating throughout a multi-story facility and climbing stairs rapidly.

### **NON-ESSENTIAL FUNCTIONS**

Extra shifts and overtime may be required.

### **PERSONAL PROTECTIVE EQUIPMENT USED**

Lab coat/jacket, gloves, mask and eye protection.

### **OTHER TOOLS & EQUIPMENT USED**

Computer, wheelchair, oxygen, syringes, and blood pressure cuff. Assessment tools which may include a stethoscope, otoscope, glucometer, EKG machine, and reflex hammer. Procedure equipment such as speculums, scalpels, suturing kits, medical staple guns, casting materials/equipment. The employee may also use emergency response equipment: defibrillator, backboard, IV's, bandages, emergency kit, and suction machine.

### **PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

### **This job is classified as**

Medium—exerting 20 to 50 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly.

### **Standing**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on cement, linoleum, and carpeted surfaces for up to 30 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while performing assessments, interviewing patients, looking at charts, waiting patients and interviewing detoxification patients as well as waiting for elevators and doors to be opened by the Detention Officers.

**Walking**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on cement, linoleum, and carpeted surfaces for distances of up to 400 feet for up to 5 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while walking between examination rooms and inmate living areas. The Nurse Practitioner is required to respond to medical emergencies in the correctional facility which requires rapid ambulation throughout the multistory facility. The Nurse Practitioner may need to walk as far as 400 feet when walking from the King County Correctional Facility to the King County Courthouse 2 blocks away to attend a deposition.

**Sitting**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently to continuously on an office chair for up to 2 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while using electronic medical record to review and revise patient charts, sign off labs, complete medication refills, and perform other computer duties, while attending meetings, talking on the telephone, interviewing patients and consulting with nurses.

**Climbing stairs**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 3 minutes at a time while climbing up to 54 steps for up to 3 times total in a work shift. Most commonly occurs while responding to emergencies. The Nurse Practitioner most commonly climbs a set of 24 stairs within the jail health area as well as climbing 30 steps in the inmate living areas. The Nurse Practitioner responds to medical and/or psychiatric emergencies which requires ambulating throughout a multi-story facility and climbing stairs (two flights of 24 and 30 stairs) rapidly.

**Bending neck up**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 3 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while reaching charts and equipment on upper shelves and in upper cabinets as well as conversing with inmates through a pass-through in a door.

**Bending neck down**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 1 hour at a time for up to 5 hour total in a work shift. Most commonly occurs while charting performing CPR, casting and performing procedures such as sutures as well as incising and draining abscesses.

**Bending/Stooping**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on cement, linoleum, and carpeted surfaces for up to 30 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while taking the blood pressure of patients, attending to patients on the ground that may be seizing or unconscious, dressing wounds, casting, removing supplies from low cabinets and shelves, and speaking to patients through waist-high hole in cell doors. On a rare occasion a Nurse Practitioner may be required to respond to an emergency situation by bending to administer CPR for up to 30 minutes at a time.

**Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on cement, linoleum, and carpeted surfaces for up to 30 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while attending to patients on the ground that may be seizing or unconscious, dressing wounds, casting, and speaking to patients through waist-

high hole in cell doors. On a rare occasion a Nurse Practitioner may be required to respond to an emergency situation by kneeling to administer CPR for up to 30 minutes at a time.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on cement, linoleum, and carpeted surfaces for up to 2 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs while attending to patients on the ground that may be seizing or unconscious, dressing wounds, inspecting feet of diabetic patients, casting and speaking to patients through waist-high hole in cell doors.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 5 seconds at a time for up to 2 minutes total in a work shift while removing and replacing files and supplies on high shelves or in high cabinets. On a rare occasion when responding to an emergency situation a Nurse Practitioner may need to hold an I.V. bag above the shoulder for up to 10 minutes at a time.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 4 hours at a time for up to 6 hours total in a work shift while administering medications, typing, reviewing and revising medical files, taking blood pressure of patients, dressing wounds, performing physical examinations, as well as obtaining medications and supplies.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for 15 seconds at a time for up to 1.5 hours total in a work shift while, casting removing and replacing files as well as reaching for medications, forms and supplies on low shelves.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on cement, linoleum, and carpeted surfaces for up to 30 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while, attending to patients on the ground that may be seizing or unconscious, dressing wounds, casting, removing supplies from low cabinets and shelves,. On a rare occasion a Nurse Practitioner may be required to respond to an emergency situation by reaching to administer CPR for up to 30 minutes at a time.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 1-5 pounds manipulating files, charts and supplies as well as using the assessment tools such as the glucometer and blood pressure cuff.

**Carrying 1-10- pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for distances of up to 400 feet for up to 3 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 1-5 pounds while transporting files, supplies, emergency equipment and assessment tools for distances of up to 200 feet.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally to rare for up to 20 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 15 pounds while lifting an extremity of a patient in order to perform splinting and casting or when manipulating large stacks of charts. Splinting and casting does not take place every day and happens in spurts.

**Lifting 21-50 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for 20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 25 pounds while supporting the weight of an extremity of a patient or assisting a patient to their feet.

**Lifting 51-100 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for 5 seconds at a time for up to 10 seconds total in a work shift. Most commonly occurs with weights of up to 100 pounds while assisting a patient to their feet or lifting a patient on to a gurney.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for distances of up to 400 feet at a time with a force of 15-30 pounds for up to 3 minutes at a time for up to 30 minutes total in a work shift while opening and closing doors with 15 pounds of force and maneuvering the emergency cart with up to 30 pounds of force when responding to an emergency situation.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 20 minutes at a time for up to 1.5 hours total in a work shift while suturing or casting limbs and taking blood pressure as well as manipulating files, various examination equipment and medical files.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 20 seconds at a time for up to 20 minutes total in a work shift while using a blood pressure cuff or computer mouse.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 45 minutes at a time for up to 4 hours total in a work shift while suturing, writing, using a scalpel, using needles, typing, manipulating documents and using assessment equipment.

**Feeling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 45 minutes at a time for up to 5 hours total in a work shift while feeling the texture of skin, feeling for a lesion, feeling temperature of skin, feeling for abscesses, suturing, performing shots, checking glands, identifying broken bones or fractures and performing assessments.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 10 minutes at a time for up to 3 hours total in a work shift while performing telephone consultations, patient education, conversing with co-workers and interviewing patients.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while personal security listening for potential dangers and ensuring security of facility.

**Seeing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while identifying potential dangers and performing patient assessments.

**Working with Heightened Awareness**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while identifying potential dangers such as violent inmates.

**ENVIRONMENTAL FACTORS**

Work is performed in a correctional facility setting with direct interaction with felon and misdemeanor inmates. Worker is exposed to potentially violent, intoxicated, and hostile inmates. Worker can be exposed to bodily fluids and biohazards on an occasional basis. On a rare occasion the Nurse Practitioner may use an ammonia capsule, which releases a small amount of ammonia in to the air.

**The noise level is**

Approximately 40-90 decibels. The noise is caused by inmates.

HCP Initials if Restricted

\_\_\_\_\_

**Work environment may include the following exposure(s):**

- Wet: Rare
- Fumes: Rare
- Odors: Occasional
- Gases: Rare
- Moving mechanical parts: Rare-Occasional
- Other:

HCP Initials if Restricted

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POTENTIAL MODIFICATIONS TO JOB**

- Orthopedic shoes for increased comfort when walking and standing on cement for extended durations.
- Ergonomic chairs for charting and examination areas.

KING COUNTY JOB ANALYSIS COMPLETED ON:  
JOB TITLE: Jail Nurse Practitioner  
EMPLOYEE:

DOT #:075.264-010  
CLAIM #

### SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

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Signature of contact

---

Date

---

Printed name & title of employee

---

Signature of employee

---

Date

KING COUNTY JOB ANALYSIS COMPLETED ON:  
JOB TITLE: Jail Nurse Practitioner  
EMPLOYEE:

DOT #:075.264-010  
CLAIM #

**HEALTH CARE PROVIDER SECTION**  
Check all that apply

- The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.
  
- The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. The recommended schedule is:  
\_\_\_\_\_  Temporary until \_\_\_\_\_  Permanent as of \_\_\_\_\_
  
- The employee is released to perform the described job with the following modifications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  Temporary until \_\_\_\_\_  Permanent as of \_\_\_\_\_
  
- The employee is not released to perform the described duties due to the following job functions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  Temporary until \_\_\_\_\_  Permanent effective \_\_\_\_\_
  
- The employee is unable to work in any capacity.  
A release to work is:  anticipated by \_\_\_\_\_  Not expected

The limitations are due to the following objective medical findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date