

# Job Analysis Form

Alternate Format Available



King County

## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: \_\_\_\_\_

JOB TITLE: Nurse Manager - Jail

DEPARTMENT: Public Health – Jail

WORK SCHEDULE: 40/week

JOB DESCRIPTION: This position oversees nursing services located at King County Correctional Facility (KCCF)-Seattle and the Norm Maleng Regional Justice Center (RJC)-Kent. The incumbent will develop and maintain systems and infrastructure to ensure that there is a qualified and appropriately licensed/credentialed nursing workforce and that Jail Health Services (JHS) are in compliance with community standards of practice, relevant State and Federal laws, Department policies and procedures, and National Commission on Correctional Healthcare (NCHCC) standards. This position will work with the Jail Health Services (JHS) Leadership Team, along with the Department of Adult and Juvenile Detention and the Facilities Management Division on issues which cross departmental responsibility.

WORK ENVIRONMENT: Custodial Institution (Jail)

ESSENTIAL FUNCTIONS: Establishes and maintains clinical standards, and procedures, for the Jail Health Services nursing services to assure that quality and consistent services are delivered. Implements, evaluates, and monitors these services in collaboration with facility administrators, healthcare managers and nursing supervisors. Develops Jail Health Services policy and interprets Public Health department policy to facilitate and ensure uniform delivery of services within the program. Issue procedures in accordance with established standards and policies for the fulfillment of program goals and ensuring compliance with safety and infection control. Works collaboratively with the Medical Director and lead representatives from other disciplines to ensure staff and resources are managed in order to provide offenders with appropriate and timely nursing services consistent with established standards. Implements organizational and/or staffing changes as necessary to provide for adequate coverage. Evaluates the performance of subordinate nursing and related staff and prepares formal reports of performance. Provides technical assistance to nurses in the delivery of nursing care. Provides overall direction for a comprehensive in service and continuing education program. Collaborates on the recruitment, interviewing, and hiring process and coordinates all JHS nursing employment activities with Public Health's Nursing Office and Human Resources. Assists in the preparation and development of the budget relative to the requirements for nursing services. Prepares program plans and associated budget(s) for the nursing program, ensuring that the nursing process is used to design and provide nursing care to meet the individual needs of patients. Determines suitable organization structure and staffing requirements for the nursing division. Accountable for an adequate mix of nursing licensure is available on all shifts to meet the needs of the Jails and to meet the license supervision requirements of the Nurse Practice Act. Creates a work environment that values high ethical standards, emphasizes safe, high quality nursing care, nurtures teamwork, and encourages activities that lead to continuous improvement. Ensures proper labor relations and conditions of employment are maintained.

Exposures:

NO Outside weather  
NO Non-weather related temp below 55°  
NO Non-weather related temp above 75°  
NO Humidity/dampness  
NO Moving mechanical parts  
NO Exposed high places  
NO Vibration  
NO Toxic or caustic chemicals  
NO Confined spaces  
NO Wet  
NO Fumes  
NO Dusts  
NO Radiation  
NO Noise Level \_\_\_\_\_  
\_\_\_\_ Other \_\_\_\_\_

Special Requirements:

CDL    Respirator use

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PHYSICAL DEMAND	HRS PER SHIFT
Standing	1 – 2 hours
Walking <input type="checkbox"/> uneven terrain	1 – 2 hours
Sitting	4 – 6 hours
Climbing stairs	0 – 1 hour
Climbing _____	0
Balancing	0
Bending/Stooping	0
Kneeling	0
Crouching	0
Crawling	0
Foot controls	0
Reaching above shoulders	0
Reaching waist-shoulder	0

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0
Reaching floor-knee	0
Lifting/Carrying 1-10#	0 – 1 hour
Lifting/Carrying 11-20#	0
Lifting/Carrying 21-50#	0
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	0 – 1 hour
Hand Controls	0
Fingering <input checked="" type="checkbox"/> keyboarding	3 – 6 hours
Vision to assure safety of others	0
Hearing to assure safety of others	0
Other	0

I have reviewed the following Job Analysis for the above-named candidate.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date