

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: Medical Officer - Jail

DEPARTMENT: Public Health – Seattle & King County

WORK SCHEDULE: variable

JOB DESCRIPTION: This position oversees medical 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 medical workforce and that Jail Health Services (JHS) is 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 medical 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 lead representatives from other disciplines to ensure staff and resources are managed in order to provide offenders with appropriate and timely medical services consistent with established standards. Implements organizational and/or staffing changes as necessary to provide for adequate coverage. Evaluates the performance of subordinate medical and related staff and prepares formal reports of performance. Provides technical assistance to medical providers/nursing staff in the delivery of care. Provides overall direction for a comprehensive in service and continuing education program. Collaborates on the recruitment, interviewing, and hiring process. Assists in the preparation and development of the budget relative to the requirements for medical services. Prepares program plans and associated budget(s) for medical programming, ensuring that the nursing process is used to design and provide nursing care to meet the individual needs of patients. Determines suitable organizational structure and staffing requirements for medical practice. 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 Gasses
NO Fumes NO Odors
NO Dusts NO Mists
NO Radiation NO explosives
NO Noise Level _____
____ Other _____

Special Requirements:

CDL Respirator use

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

Physician's Signature

Date