

Clinton County, Iowa
Nurse Practitioner Job Description
Clinton County Sheriff's Office

Job Title: Corrections Nurse Practitioner	Reports to: Assistant Jail Administrator
Department: Sheriff's Office	Pay: E81
Revision Date: 10/6/2025	FLSA: Exempt

SUMMARY: Under minimum supervision, the Corrections Nurse Practitioner oversees the Correctional Health Service Area of the Clinton County Jail. Creates and maintains a professional and safe environment to assess and treat those incarcerated in Clinton County. Provides medical care to maintain the mental and physical health of Clinton County Jail inmates. Performs first aid and provides emergency medical care as required.

Essential Job Duties and Responsibilities:

As the Corrections Medical Program leader, assigns, schedules, and oversees the work of staff; authorizes overtime and leave; participates in recruitment and selection; conducts performance appraisals; provides coaching, counseling and corrective or disciplinary action as appropriate; provides or approves program or department training.

Monitors and approves service area expenses; participates in annual budgeting of department's budget for the Correctional Health Service Area.

Oversees and participates in the direct care and treatment of Clinton County inmates; Creates and monitors treatment plans for chronic illnesses; plans treatments and intervention for mental illnesses.

Conducts patient assessments as the care provider; reviews data and clarifies any issues with mental health and medical care providers.

Administers quality assurance by conducting audits and review of cases, test results, files, and databases.

Reviews kiosk generated medical requests from inmates; obtains orders as needed and generates responses to inmates; follows up on emails and meets with inmates as appropriate; assists staff with reviewing and managing cases and requests.

Collaborates with medical providers, jail staff, and outside clinics to manage care and minimize unnecessary hospital transfers.

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Develops and maintains service area and departmental policies, procedures, standing orders, and plans.

Attends and participates in a variety of internal and external meetings, councils, and committees.

Maintains documents and files; updates database information to document program activities.

Assesses individuals for medical and mental health needs.

Reviews medical records and contacts medical providers and pharmacies to verify illnesses, chronic conditions, medications, and other treatment or special needs.

Distributes medications; reviews medical records to prepare appropriate medications and doses.

Reviews and addresses medical requests; gathers medical charts; prepares examination rooms for medical providers; checks and records vitals, weight, height, and temperature; administers tests and collects blood samples as needed; cleans and dresses wounds.

Coordinates care for individuals being transferred for temporary or permanent placement at other facilities.

Provides education to inmates/residents and facility staff regarding health issues.

Responds to medical emergencies of varying levels of severity.

Identifies, monitors, and secures supplies and equipment necessary to provide care as appropriate; maintains inventory and re-stocks medications.

Responds, as needed, to on-call requests. On-call pay will be in addition to the salary and will be \$25 for calls 10 minutes or less, \$50 all other calls, \$100 if the needs to come into the jail. This provision negates the on-call pay policy in the Clinton County handbook

Performs related duties as assigned.

Minimum Qualifications Requirements - (Education and Experience):

Master's of Science in Nursing Required; AND at least five (5) years of experience in Corrections or Acute Care as a nurse practitioner, which includes some supervisory responsibilities; OR an equivalent combination of education, training, and experience.

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Minimum Qualifications – (Knowledge, Skills and Abilities):

- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of corrections changes.
- Knowledge of applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Knowledge of medical records maintenance and retention policies, procedures, and practices.
- Ability to effectively utilize all available medical equipment.
- Ability to establish and maintain effective working relationship with co-workers, government officials, community groups, and other law enforcement agencies.
- Knowledge of physical assessment tools and proper uses; and Mental health illnesses and behavior; and Disease transmission, prevention methods, and treatment.
- Comprehensive knowledge of practices and procedures for preparing and distributing prescription medications.
- Ability to learn and utilize a computer, specialized equipment, and software related to business needs.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to adhere to policy
- Ability to uphold a positive image of the Clinton County

Language Skills:

- Ability to read and comprehend general medical documents.
- Ability to write reports and correspondence.
- Ability to effectively present information and respond to questions from groups of law enforcement officials and the general public.

Mathematical Skills:

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain confidentiality and security of law enforcement information as appropriate.
- The ability to work on multiple tasks simultaneously to meet deadlines.

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Work Environment:

- Noise – Moderate
- Ability to work at times within stressful and confidential situations.
- Work is performed in Clinton County correctional facilities and requires exposure to potentially violent inmates, hazardous chemicals, contagious illnesses, and infectious diseases.

Physical Demands:

- Standing or being stationary – Approximately less than 1/3 of on-the-job time.
- Walking or traversing – Approximately less than 1/3 of on-the-job time.
- Sitting or being stationary – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items– Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position ones self to move – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 50 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

Certificates, Licenses, Registrations:

- Must be a licensed Registered Nurse Practitioner with an APRN certification at the time of hire.
- Required to maintain RN and Nurse Practitioner licensure with appropriate Iowa State Boards for the duration of employment.
- First Aid, CPR, and AED Certification required
- Must possess a Mandatory Reporter certificate or obtain certification within six (6) months of hire.
- NCCHS Certificate preferred.

Supplemental Information:

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

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NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: _____

Employee Printed Name: _____

Date: _____