



ASHLAND COUNTY SHERIFF'S OFFICE - CORRECTIONS DIVISION  
JOB DESCRIPTION

Job Title:	Licensed Practical Nurse (LPN)
Position Type :	Permanent, Full-time
Purpose:	Maintain medical services for inmates incarcerated at ACSO based on minimal standards set by the Bureau of Adult Detention and as directed by the RN
Qualifications:	Licensed Practical Nurse in the State of Ohio <i>and</i> a minimum of 12 months experience in Medical/Surgical Nursing <i>or</i> an equivalent combination of education, training and experience <i>and</i> possess a valid Ohio driver's license with an acceptable driving record
Immediate Supervisor:	Staff Registered Nurse
Supervises:	none

**Responsibilities:**

- ✓ Assist physician, nurse practitioner
- ✓ Prepare charts for weekly physician visits
- ✓ Medication passes
- ✓ Order medication; make new medication sheets as needed
- ✓ Stock medication cart
- ✓ Treatments for inmates as needed
- ✓ On Call rotation
- ✓ Communicates with the captain, sergeant and officers regarding possible interventions
- ✓ Communicates with Adult Parole Authority and Probation
- ✓ Notifies Ashland County-City Health Department of all communicable diseases (TB, STDs, AIDS and Hepatitis A, B and C).
- ✓ Report new AIDS cases to the Ohio Department of Health
- ✓ Communicate with the Ashland County Center for Alcohol and Drug Abuse. Directs inmates to programs as needed (group programs as well as individual counseling)
- ✓ Communicates with Appleseed and Appleseed Crisis Emergency Services for suicidal, homicidal or actively psychotic inmates.
- ✓ Medical transfers
- ✓ Assist with yearly TB skin tests for officers
- ✓ Assist Ashland County-City Health Department with Hepatitis B vaccine paperwork
- ✓ Send inmates to hospital when needing emergency care; notify RN
- ✓ Assist with ordering of supplies
- ✓ Assist with cleaning of the office and the medication carts. Assist with organizing office.
- ✓ Notify doctor of change in inmate's condition
- ✓ Mandatory assessments and TB skin tests for inmates
- ✓ Perform employee new hire drug testing for agency

JOB DESCRIPTION: LPN

- ✓ Perform inmate drug testing
- ✓ Monitor monthly B/Ps and weights on inmates
- ✓ Mandatory training as required
- ✓ Practice medical and security practices
- ✓ Be familiar with and follow Medical, Corrections and Agency Standard Operating Policies
- ✓ Be familiar with Inmate Handbook
- ✓ All other duties, as assigned

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Employee signature

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Date

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Supervisor signature

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Date