SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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OPENING DATE: 10/13/18 CLOSING DATE: 11/28/18 (4:30 PM)

SCDC INTERNAL TITLE: HEAD NURSE SCDC POSITION #: 017045
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: MCCORMICK CORRECTIONAL INSTITUTION, MCCORMICK (MCCORMICK) LEVEL 3

STATE JOB TITLE: REGISTERED NURSE II STATE JOB CLASS: EA30
PAY BAND/LEVEL: 07 A
BAND: 07 SPECIAL INCENTIVE: YES
HIRING SALARY RANGE: $ 058000 - $ 062808 SCEIS POSITION #: 61017580

MINIMUM AND ADDITIONAL REQUIREMENTS:
GRADUATION FROM AN ACCREDITED SCHOOL OF NURSING AND
RELATED NURSING EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). TWO (2) YEARS OF EXPERIENCE AS A REGISTERED NURSE WITH SIX (6) MONTHS IN A SUPERVISORY CAPACITY. LICENSED AS A REGISTERED NURSE BY THE SOUTH CAROLINA BOARD OF NURSING.

DESCRIPTION OF DUTIES:
RESPONSIBLE FOR DAILY SUPERVISION OF THE HEALTH CARE ACTIVITIES (SICK CALL, MEDICATION ADMINISTRATION, ETC.) WITHIN ASSIGNED CLINICAL AREA. MONITORS QUALITY OF DAILY PATIENT CARE ON A 24 HOUR/7 DAY WEEK CONTINUUM. PLANS AND COORDINATES WITH THE HEALTH CARE AUTHORITY WITH ACTIVITIES REQUIRED TO MEET INMATE HEALTH CARE NEEDS IN A MEDICAL CLINIC/INFIRMARY INCLUDING MENTAL HEALTH, DENTAL SERVICES, EMERGENCY CARE AFTER NORMAL OPERATIONAL HOURS. ASSISTS WITH DAILY OPERATION OF THE CLINIC (I.E., SICK CALL, MEDICATION ADMINISTRATION, TREATMENTS, EMERGENCIES, ETC.). DOCUMENTS AND SUPERVISES DOCUMENTATION ON MEDICAL RECORDS, MAINTAINING CONFIDENTIALITY. COORDINATES ADMISSIONS OR APPOINTMENTS WITH APPROPRIATE FACILITY AND PROVIDES APPROPRIATE DOCUMENTATION. ASSISTS CLINIC HCA WITH PROVIDING HEALTH EDUCATION FOR INMATES AND STAFF. INTERFACES WITH PHYSICIANS, SECURITY, INSTITUTIONAL/DIVISIONAL ADMINISTRATION AND SUPPORT SERVICES. FUNCTION AS SUPPORT STAFF TO HCA WITH SCHEDULING/SHIFT COVERAGE AS NEEDED.