



## SEPTA Correctional Facility

---

<b>Position:</b>	Facility Nurse
<b>Division/Department:</b>	Operations
<b>Reporting Relationships:</b>	TBD
<b>Normal Work Schedule:</b>	7:00 AM to 3:00 PM Monday through Friday

---

### Minimum Qualifications:

- Current certifications and licensure as an RN or LPN.
- Have formal training or relative job experience for the position.
- Must be able to pass a background check and drug screen.
- Must complete Unarmed Self-Defense Training.
- Must maintain a valid driver's license.

## SUMMARY OF JOB DUTIES AND FUNCTIONS

### *ESSENTIAL FUNCTIONS*

- Follow SEPTA guidelines when working with residents including security, behavioral management, and use of effective approval and disapproval
- Maintain Medical equipment and report any failures or potential failures to supervisor.
- Maintain weekly medicine accountability.
- Ensure all licenses are current.
- Maintain resident medical files. This includes initiating new files, documenting all required information, closing the files at discharge, and properly storing the files after discharge.
- Review, order, and dispense medication as ordered.
- Request and maintain a continuous stock of necessary supplies for day to day facility operations.
- Conduct resident sick call per SOP.
- Assist in maintaining and inspect all facility first aid kits quarterly.
- Assist in conduct medical assessment on all incoming residents and document findings in the resident's medical folder. Ensure all concerns are brought to the Administration.
- Schedule and facilitate outside medical appointments.
- Maintain monthly resident medication sheets.
- Maintain resident medication. Organize and stock medication carts as needed.
- Maintain the over the counter medication and report the usage to the Business office each month.
- Work with the local pharmacy for all prescription medication. Ensure the business office receives receipts for medication.

### *MARGINAL FUNCTIONS*

- Will assist staff as needed.
- Must be able to understand and demonstrate the need to be flexible in an agency with a small staff.
- Will need, from time to time, to be assigned to projects and duties outside of the normal.