



## COMPREHENSIVE CARE NURSE

| <b>Title Code</b> | <b>Class Title</b>          |
|-------------------|-----------------------------|
| 4161HP            | Comprehensive Care Nurse I  |
| 4162HP            | Comprehensive Care Nurse II |

### DEFINITION

Under general direction, give professional nursing care to inmates and Immigration and Customs Enforcement (ICE) detainees at County adult correctional facilities, juveniles ordered by the court and/or housed at youth correctional facilities or emergency shelter homes, or adult patients at a locked 24-hour behavioral health Crisis Stabilization Unit (CSU); perform nursing assessments; administer treatments, drugs, and medicines within standardized procedures; and does other work as required. Nursing care can be provided in a variety of assignments and settings ranging from ambulatory clinic style, inmate and detainee housing, acute observation units, or triaging during the intake/booking phase. This also includes the provision of administrative oversight activities for patients in acute and long-term psychiatric settings.

The Comprehensive Care Nurse Series includes the following:

- Comprehensive Care Nurse I (4161HP)
- Comprehensive Care Nurse II (4162HP)
- Senior Comprehensive Care Nurse (4165SM)
- Supervising Comprehensive Care Nurse (4169SM)

### CLASS CHARACTERISTICS

Positions in this series are responsible for providing routine and emergency nursing services to inmates, juveniles, or mental health patients, which require initiative and resourcefulness in a high-risk environment. Incumbents may be exposed to patients who are unresponsive, hostile, or at risk, and must exercise communication skills in eliciting information necessary for the purpose of evaluating symptoms and determining a course of action.

Positions at the I Level are expected to become oriented to the Comprehensive Care Nursing duties and assume increasing levels of responsibility. Incumbents who are not promoted by the end of the probationary period shall not pass probation.

Positions at the II Level differ from those at the I Level in that incumbents perform the more responsible and less routine assignments without direct supervision, and may work as lead workers over Comprehensive Care Nurse I's and Licensed Vocational Nurses/Licensed Psychiatric Technicians on shifts with minimal staff. They also may perform nursing administrative duties by providing contract monitoring and utilization review activities for patients in various settings.

## EXAMPLES OF DUTIES

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not intended to reflect all duties performed within the job.*

1. Conducts intake, triage screenings, and assessment. Makes recommendations as appropriate for housing suitability.
2. Performs comprehensive and focused physical assessment relative to presenting complaints including examination for injuries, acute and chronic illness, drug and/or alcohol withdrawal, and mental health status.
3. Takes a complete patient history consisting of inquiry about the complaint, history of present physical or mental illness, past medical history, and family and social history. Refers to higher level of care as necessary.
4. Determines appropriate case management, and initiates treatments and requests for commonly performed laboratory studies according to the standardized procedure.
5. Conducts adult or juvenile patient sick call.
6. Administers treatment, drugs, and medicines as prescribed by physicians or standing protocol for basic and emergent medical and/or mental health conditions. This may include dressing wounds and injuries, venipuncture, performing suture removal; or may perform invasive procedures such as urinary catheter insertion, IV insertion, maintenance, and care of indwelling catheters, or oxygen administration.
7. Maintains accurate and concise patient documentation in the Electronic Health Record or paper charts; records, observes, identifies, interprets, documents, and reports changes in patient's condition; reviews patient records to keep informed of patient's health status.
8. Obtains lab specimens (e.g., blood, urine, stool, nasopharyngeal, etc.).
9. Responds to medical or psychiatric emergencies throughout the facility, and takes appropriate action within standardized procedures and guidelines. Performs Cardio Pulmonary Resuscitation (CPR).
10. Coordinates or facilitates the transfer of patients to a higher-level care facility or a different facility.
11. Performs discharge planning as is appropriate. Reviews and completes appropriate discharge documentation.
12. Provides guidance and counseling to patients and/or family regarding health (physical and/or mental) problems.
13. Conducts routine maintenance functions including general cleanup, sterilization of instruments, ordering supplies, etc.
14. Collaborates effectively with correctional, CSU, or other facility staff, as well as external contacts from the community, family of patients, court personnel, law enforcement, community hospital staff, and other County Agencies such as Public Health, Behavioral Health, Orange County Sheriff's Department, Probation, County Counsel, and Social Services Agency.

### For Assignments in Correctional Health Services, Mental Health, and 24-hour Behavioral Health Crisis Stabilization Unit

1. Interviews and assesses the needs of mentally ill patients; initiates plans for care based on assessments, and assists patients in complying with treatment.
2. Relates and interprets collected data and initial evaluations to mental health professional staff in the design of appropriate medical treatment plans for patients.
3. Consistently applies preventative principles of Non-Violent Crisis Intervention training, and performs physical restraint protocols consistent with Non-Violent Crisis Intervention training when necessary.

## For Assignments in Adult and Older Adult Behavioral Health Inpatient Services Program

1. Reviews documentation submitted with Treatment Authorization Requests (TARs) from acute inpatient hospitals to determine medical necessity and render decisions regarding Medi-Cal and Adult Mental Health Inpatient (i.e. unfunded) reimbursement for managed care beneficiaries.
2. Performs contract-monitoring functions, ensuring the facilities are adhering to their contractual obligations while ensuring the quality of care for consumers treated by programs.
3. Reviews and submits placement referral packets for patients on LPS Public Guardian and Private Conservatorship, who need Long Term Care placement in Therapeutic Residential Centers (TRCs), Institutions for Mental Disease (IMDs), and Mental Health Rehabilitation Centers (MHRCs).

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of**

- Nursing care of patients with complex physical disorders, mental disorders, and those patients involved in substance abuse, and detoxification protocols
- Interpret physical assessment findings
- Provide evaluation and treatment based on standardized nursing procedures and nursing care principles
- Provide acute care in critical trauma situations
- May require knowledge of nursing care for specialized populations (e.g., pregnant patients, both routine and high-risk youth, etc.)
- Current trends, concepts, procedures, and equipment relative to professional nursing practice
- Preventive health and infection control practices
- Effective interviewing techniques
- Medical or psychiatric emergency procedures
- Health care problems encountered in a correctional facility, emergency shelter home, or 24-hour mental health care facility.
- Sociological, psychological, and physical factors involved in psychiatric nursing may be required for certain assignments in Correctional Health Services or 24-hour mental health care facilities
- Health Insurance Portability and Accountability Act (HIPAA) regulations to protect the privacy and security of patient Protected Health Information (PHI)

#### **Ability to**

- Perform nursing duties in a correctional facility, emergency shelter home, or 24-hour mental health care setting in an environment involving stress, potential risks, and critical or unexpected situations
- Apply basic nursing care principles and procedures in the treatment of patients with physical or mental disorders; determine what can be treated in the facility and what needs to be referred to higher level of care
- Respond to medical or psychiatric emergencies with appropriate intervention within standardized procedures and guidelines
- Gather information quickly, synthesizes data, analyze situations accurately, and take effective action
- Speak and write effectively including preparation of clear and concise records and reports
- Work effectively with individuals and families to assist them in satisfactory solutions for medical or behavioral health problems
- Utilize Electronic Health Records, as well as general computer software such as Microsoft Word, Excel, PowerPoint, and Outlook
- Establish and maintain effective working relationships with other health personnel, security personnel, patients, and the public

- Provide professional nursing care to community standards
- Provide appropriate, competent, and compassionate patient care without judgment regarding any criminal conduct/immigration status
- Use of a County-approved means of transportation to travel to meetings and work sites may be required for some assignments

### ***Education and Experience***

#### **Comprehensive Care Nurse I**

No experience required.

#### **Comprehensive Care Nurse II**

One year of experience as a Registered Nurse in which six months was spent in a correctional facility, emergency shelter home or psychiatric setting.

#### ***Or***

One year of experience as a Registered Nurse in an Acute Care Hospital—Adult or Pediatric, Skilled Nursing, or Urgent Care setting, which would have developed the knowledge and abilities listed above.

### ***License/Registration***

Possession of a valid Registered Nurse License issued by the California Board of Registered Nursing

Current Basic Life Support for Health Care Professional Card-American Heart Association or approved equivalent provider.

### ***Special Requirements***

For assignments in Correctional Health Services, incumbents are required to pass a comprehensive background investigation prior to a formal offer and acceptance of employment. Incumbents must maintain Sheriff's Department or Probation Department security clearance for the facilities where they work.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Independent body mobility to stand, walk long distance corridors, climb, or descend multiple stairways quickly, and the ability to bend, stoop and sit for a prolonged time. The strength to lift, carry, push, and pull up to 50 pounds to carry "man down bag" while ascending or descending stairs or to transfer/turn patients. May require significant strength and alertness in a crisis to apply non-violent crisis intervention containment techniques, or to provide CPR. Manual dexterity to reach, grasp, manipulate small objects, and precision instruments to give injections, take pulse and blood pressure; manual dexterity to hand write or use computer keyboard; sufficient vision to read gauges, thermometers, calibrated measuring instruments, labels on medications, and a computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; and to drive a vehicle. May require fit testing for N95 respirator/facemask.

Attention to detail and accuracy; ability to communicate effectively with patients, coworkers, and others in emotionally charged environments; make sound judgments, actions or decisions to prevent injury and/o

loss of life, and manage risk; being alert and mindful of personal safety and security while giving care to patients. Ability to adapt to changes, and learn new procedures and techniques; maintain a positive attitude and effectively handle a high-intensity environment; flexibility in working a variety of locations and nursing assignments.

***Environmental and Working Conditions***

Require to work in a locked facility with juveniles, adult inmates, and/or ICE detainees who have multiple and complex health, social, and psycho-social needs; may work with juveniles, inmates, and/or ICE detainees who have communicable diseases; may be assigned to evening or night shift, assigned to work weekends, and to work holidays as needed as the institution is a 24-hour, 7 day a week facility and coverage is essential; may be required to work in different facilities; environment can be noisy and sporadically chaotic, and may be exposed to profanity; the Orange County Sheriff's Jail System and Orange County Probation have a "No Negotiations for Hostage" policy.

**CLASS HISTORY**

Established: 12/15/1987