

**EASTERN SHORE REGIONAL JAIL  
JOB DESCRIPTION**

**POSITION TITLE: Jail Medic**

**REPORTS TO: Jail Administrator and/or the Sheriff of Northampton County**

**PURPOSE:**

Provides professional nursing care and treatment to inmates within the Jail. Coordinates patient care through consultation with physicians. May provide administrative supervision for nursing and medical support staff.

**TASKS:**

- Performs medical evaluations on inmates, which may include checking temperature, blood pressure, respiration, pulse, and vision.
- Studies medical treatment and patient records to determine treatment and care.
- Provides daily nursing, emergency medical care, and treatment to inmates.
- Assists Physician in treating more serious illnesses or injuries.
- Administers medicine dosage and treatment as prescribed by attending physician.
- Monitors medication levels and side effects of medications.
- Provides instruction on general health and hygiene.
- Maintains reports and health records according to set standards.
- Collects blood and urine samples, and prepares samples for laboratory tests.
- Maintains control of medicines and drugs on hand in accordance with provisions of the Code of Virginia.
- Provides emergency medical service to inmates and staff.
- Prepares equipment and aids Physician during treatment and examination of patient.
- Responds to life saving situations based upon nursing standards, policies, procedures, and protocols.
- Maintains a cooperative relationship amongst the medical department.
- Performs additional duties or assignments as directed by the Jail Administrator and/or Sheriff.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must have extensive knowledge of professional nursing and nursing methods. Must know medical terminology. Must possess emergency medical and first aid skills and be able to teach staff. Must possess the ability to communicate well orally and in writing. Must be able to follow established Medical Protocols in all situations involving Inmate medical care. Must possess general knowledge of medical problems, and the administration of drugs and related treatments per the established medical protocols and/or doctor's orders. Must be able to work with male and female inmate patients.

**EDUCATION and EXPERIENCE:**

Must possess a high school diploma or general education diploma. Must be a licensed Emergency Medical Technician or higher (LPN or RN) in good standing. Previous nursing experience preferred but not required. Previous working in a jail or correctional setting preferred but not required.

**EQUIPMENT OPERATED:**

Oxygen tank, blood pressure equipment, syringe, microscope, security equipment, typewriter, computer/printer, and general medical equipment used in physical examinations.

**WORKING CONDITIONS:**

Work involves some risk to personal safety, may involve exposure to communicable diseases.

**SPECIAL REQUIREMENT:**

Job requires the employee to work rotating days and nights, weekends, holidays, and will be required to be on call at times.

**MANAGEMENT:**

All employees of the Eastern Shore Regional Jail are responsible for following directions or instructions given by the Jail Administrator and/or the Sheriff of Northampton County. Direction may be provided directly or passed through the chain of command.