

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: LICENSED VOCATIONAL NURSE III –
Office of Professional Standards

SALARY GROUP: A15

DEPARTMENT: Health Services Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: G. Crippen, RN, MSN, PhDc DATE: 03/06/2014

POSITION #: 030258

I. JOB SUMMARY

Provides highly complex vocational nursing work. Work involves providing for the care, treatment, and general welfare of patients. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides vocational nursing technical assistance in evaluating and responding to complaints regarding offender medical care and treatment; and monitors and assesses offender grievances, alleged violations of laws, policies, rules, and regulations, and third party complaints regarding healthcare and the delivery of healthcare services to offenders.
 - B. Reviews offender medical records, unit records, and reports; gathers, compiles, and analyzes medical treatment, procedures, and documentation; ensures compliance with agency and division policies, procedures, rules, and regulations; and prepares nursing and medical summaries in relation to offender healthcare services rendered.
 - C. Researches technical and policy issues regarding grievance procedures and third party complaints; reviews professional standards, department rules and regulations, division policies, and facility procedures; and participates in evaluating methods, techniques, and practices of health care services and medical records documentation.
 - D. Prepares correspondence, reports, forms, and documents to include draft responses to final level in the offender grievance process and third party complaints; and maintains medical grievance and liaison program records and files to include automated information systems.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from a Licensed Vocational Nurse Program.
2. Three years full-time, wage-earning experience as a vocational nurse.
3. Correctional nursing experience preferred.
4. Computer operations experience preferred.
5. Must have a valid, current, and unrestricted license to practice licensed vocational nursing as approved by the Texas State Board of Nurse Examiners.

Must maintain valid license(s) for continued employment in position.

B. Knowledge and Skills

1. Knowledge of vocational nursing techniques, procedures, practices and theory, sanitation and personal hygiene, and of medical terminology and techniques.
2. Knowledge of health care services and documentation.
3. Knowledge of methods, techniques, and practices of medical records.
4. Knowledge of investigative methods and practices.
5. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
6. Knowledge of managed health care and utilization review concepts preferred.
7. Knowledge of National Commission on Correctional Health Care and American Correctional Association policies, procedures, rules, regulations, and standards preferred.
8. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
9. Skill to conduct complex reviews, evaluate records and data, and provide consultation.
10. Skill in the correlation of laboratory, electrocardiogram, and radiographic data with clinical data from health appraisals and physical examinations.

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11. Skill to communicate ideas and instructions clearly and concisely.
12. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
13. Skill to interpret and apply rules, regulations, policies, and procedures.
14. Skill in problem-solving techniques.
15. Skill to prepare and maintain accurate records, files, and reports.
16. Skill to review technical data and prepare technical reports.
17. Skill to plan work in order to meet established guidelines.
18. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
19. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.