

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: NURSE I -
Nursing Program Monitor

SALARY GROUP: B20

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: Chris Black-Edwards DATE: 03/29/2021

POSITION #: 030215

I. JOB SUMMARY

Performs entry-level to routine nursing work. Work involves monitoring the assessment, care, and treatment of patients. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides program-specific consultation and technical assistance to agency staff, provider agencies, the medical community, and other organizations; and monitors and facilitates inmate access to medical care and services.
 - B. Performs medical screening for programmatic participation; reviews medical records and patient assessments to determine compliance with policies and procedures, correctness of assessments, and quality of services; and participates in the quality assurance review processes.
 - C. Collects and analyzes utilization review data; audits continuity of patient care; and prepares related reports.
 - D. Assists in evaluating nursing activities and makes recommendations for improvement.
- * 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. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with major course work in nursing

or

graduation from a professional school of nursing accredited by the Texas Board of Nursing.

2. Two years full-time, wage-earning experience as a professional nurse.
3. Correctional nursing experience preferred.
4. Must be licensed as a Registered Nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact; and must have a current, unrestricted license to practice nursing as approved by the Texas Board of Nursing.

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

B. Knowledge and Skills

1. Knowledge of professional nursing principles, procedures, and techniques.
2. Knowledge of health care services and documentation.
3. Knowledge of methods, techniques, and practices of medical records.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
5. Knowledge of investigative methods and practices.
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.

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9. Skill to communicate ideas and instructions clearly and concisely.
10. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
11. Skill to interpret and apply rules, regulations, policies, and procedures.
12. Skill in problem-solving techniques.
13. Skill to prepare and maintain accurate records, files, and reports.
14. Skill to review technical data and prepare technical reports.
15. Skill to conduct complex audits, interpret, analyze, and evaluate records and data, and provide consultation.
16. Skill in the correlation of laboratory, electrocardiogram, and radiographic data with clinical data from health appraisals and physical examinations.
17. Skill to plan, organize, and assign the work of others.
18. Skill to train others.

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, calculator, copier, fax machine, telephone, dolly, and automobile.