

## HAYS COUNTY JOB DESCRIPTION

Job Code: 0645  
Grade: 109  
FLSA: Non Exempt

Prepared by: Human Resources Department  
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### **Medic** (Sheriff's Office)

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Summary**

Under direct supervision, the medic provides quality and continuity of care to inmates in the jail by serving as an extension of the jail's contract physicians in assessing and treating the inmates. The Medic must also perform a variety of public health functions and assessments for Hays County inmates. The work involves execution of specific procedures and treating a variety of public health problems, questions, or situations in conformance with established policy. The Medic meets with inmates at the infirmary in the jail to determine their general needs. This position affects the physical well being of patients.

#### **Responsibilities**

- Evaluates patients for diagnostic and preventative procedures appropriate for inmate care and safety.
- Administers prescribed medication.
- Observes signs and symptoms during sick call when physician is not present.
- Provides emergency first aid care.
- Reports reactions to treatments and medications as well as changes in the inmates' emotional or physical condition.
- Performs suture removal and wound treatment.
- Consults with Medical Supervisor when problem cases arise.
- Provides infection control by identifying and reporting potential health risks (e.g. tuberculosis, HIV, hepatitis A, B, or C, etc.).
- Provides monthly reports of inmate/employee TB testing including histories, physicals of those started on prophylactic, chemotherapy and those who have completed treatment.
- Ensures protocols and orders are carried out in an expedient manner.
- Provides monthly reports to the Texas Department of Health of inmate and employee TB test results, conversions, medications started and completed.
- Reports employee pre-employment physicals.
- Observes eye exams and treatments.
- Serves in an on-call status to answer questions, give orders and medical information.
- Reviews and monitors medical charts for continuity of care.
- Uses medical dictionaries, physicians' table, merch manual, PDR nursing magazines AMA updates, conferences and standing orders to maintain currency of knowledge of individual patients and the inmate population.

#### **Knowledge Required**

- Proficient knowledge of diseases commonly found in institutions of incarceration.
- Proficient knowledge of treatment regimens and methodologies of the contract physicians.
- Proficient knowledge of available medical and mental health services.
- Proficient knowledge of training techniques and development.
- Proficient knowledge of resource document to assist in diagnosing and treating patient needs.
- Proficient knowledge of applicable federal, state, and local laws, ordinances, statutes, regulations, rules, policies, and procedures.
- General knowledge of Hays County Sheriff's Office regulations, policies, and procedures.
- General knowledge of principles and practices of corrections operations.

#### Required Skill

- Proficient skill in interacting with inmates on a personal level to assess their individual needs and identify the appropriate treatment.
- Proficient skill in exercising judgment in selecting appropriate medical interventions.
- Proficient skill in responding appropriately to emergency situations.
- Proficient skill in interacting with all socio-economic levels in the area.
- Proficient skill in researching and determining likely causes for symptoms discovered in an institution.
- General skill in oral communications in both one-on-one and group situations.
- General skill in written communications for administrative and technical purposes.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General skill in establishing and maintaining effective working relationships with supervisors, co-workers, vendors, outside agencies, and the public.
- General organizational skills.

#### Education and/or Experience

- High School Diploma or GED
- Must be 21 years of age.
- Requires certification by Texas Department of Health as an EMT Basic or Intermediate, Paramedic, Licensed Vocational Nurse, or Registered Nurse.
- Experience in a correctional health care facility preferred.

#### Other Qualifications, Certificates, Licenses, Registrations

- Class C driver's license.
- Ability to maintain continuing education requirements for the State of Texas.

#### **Supervision**

The Medic generally has no supervisory responsibilities. The Senior Medic and Medical Supervisor may be consulted for deviations to general instructions, problems and unfamiliar situations.

#### **Guidelines**

Guidelines have been established either orally or in writing but it is required for the employee to use judgment in interpreting and adapting the guidelines to apply them to specific cases or problems. Specific, detailed guidelines covering all-important aspects of the assignment are provided to the employee. The employee may recommend changes or improvements in the guidelines. This position must have a good work ethic, meet deadlines, have good attendance, be punctual, reliable, keep promises and have a proper attitude.

#### **Emotional Demands**

This position must cope with a high stress level when interacting with emotional contacts within the organization and the inmate population. The Medic meets with contacts in a structured setting at the Sheriff's Office or jail. The contacts are generally cooperative, however, inmates may be fearful, skeptical, uncooperative or dangerous. This position obtains, clarifies and gives facts and information to patients as well as performs services for them.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of hands and fingers to handle or feel.
- Reach with hands and arms.
- Smell.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.

- Occasionally lift and/or move up to 100 pounds and carry objects weighing up to 20 pounds short distances.
- Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

**Work Environment**

While performing the duties of this job, the employee regularly works in a correctional clinical setting. The employee performs nursing functions and public health assessments, and is often exposed to health or physical hazards, such as infectious diseases, bodily fluids, and needles. The employee may be subject to the same hazards and dangers as a correctional officer. The employee may be required to wear protective gear. The work area is adequately lighted, heated or ventilated.

**Acknowledgement**

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position: