

# WASHINGTON COUNTY SHERIFF'S OFFICE

LARRY R. MINCKS, SR., SHERIFF  
205 PUTNAM STREET · MARIETTA, OH 45750



Chief Deputy Mark A. Warden  
Major Brian Schuck – Administration  
Captain Troy Hawkins - Criminal Division Commander  
Lt. Bradley Thorpe – Jail Administrator



## Washington County Sheriff's Office Jail Division Nurse Job Description

- Collaborate with the medical director, primary care providers, and other health care providers to ensure continuity, timeliness and appropriateness of care to inmates
- Coordinate and/or administer medication, therapeutic agents, and treatments to inmates adhering to the Ohio Minimum Jail Standards and the Washington County Sheriff's Office Policy and Procedures
- Provide emergency first aid care
- Apply surgical dressings and bandages
- Provide inmate education and/or discharge planning
- Record all care information concisely, accurately and completely, in a timely manner; in the appropriate format on the appropriate form(s)
- Promote a therapeutic environment to ensure inmates are treated in a professional, ethical, and tactful manner
- Perform other position-related duties as assigned
- Follow facility incident reporting
- Uphold HIPAA regulations
- Provide professional triage care during sick call
- Accurately carry out physician/nurse practitioner instructions
- Obtain medical histories and document on appropriate form(s)/log(s)
- File medical records

- Order prescription medications as written/ordered by Medical Director/Nurse Practitioner
- Return all unused, ordered inmate medications to the pharmacy
- Complete charge slip(s) for appropriate services received by an inmate
- Follow standing orders as approved by Medical Director/Nurse Practitioner
- Complete appropriate transfer paperwork when an inmate leaves the facility