

Nurse Practitioner (O-4/5)

Position Description

INTRODUCTION:

This position is located within the Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO), ICE Health Service Corps (IHSC). The incumbent serves as the Nurse Practitioner for one of the healthcare facilities located across the nation for the ICE Health Service Corps (IHSC). These sites provide medical care to detainees in Immigration and Custom Enforcement (ICE) custody.

IHSC has a multi-sector, multidisciplinary workforce of more than 1100 employees, including U.S. Public Health Service (PHS) commissioned officers, federal civil servants, and contract staff. IHSC provides on-site direct patient care to ICE detainees at 22 detention facilities throughout the country and manages the provision of off-site medical care for detainees housed in approximately 250 additional facilities, with a combined population of 34,000 detainees on a daily basis, with an average length of stay of about 30 days, and over 400,000 detainees transitioning through these facilities annually. IHSC also provides medical support during ICE enforcement operations in the air, on the ground and at sea.

MISSION:

IHSC's mission is to manage and provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional and detention health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and support the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings.

COMPETENCIES:

<u>PHS Requirements</u>
O4 billet - Requires a Nursing Practitioner license and BLS.
O5 billet - Requires a Nursing Practitioner license, and BLS. Minimum 4 years experience. Preferred: Prior correctional experience , Spanish language proficiency, team leader/supervisory experience

1. Maintains a current Nurse Practitioner license, and meets continuing education requirements for the State(s) licensed in (It is the responsibility of the incumbent to fulfill the obligation(s) of their licensing or certifying body to maintain currency. This position will be required to perform clinical activities with the scope of the licensure).
2. Must be licensed by a State, the District of Columbia, the Commonwealth of Puerto Rico, or territory of the United States.

3. Maintains basic readiness status.
4. Maintains current CPR/BLS certification.
5. Maintains clinical professional skills via continuing education opportunities.
6. Cultural Competency.
7. Demonstrates strong interpersonal skills Demonstrates strong oral and written communication skills.
8. Integrity/Honesty.
9. Adult learner teaching skills.
10. Experience in correctional health care preferred.

DUTIES & RESPONSIBILITIES:

1. Accesses interpretation and/or translation services as needed to ensure ability to communicate with detainees or others who are not proficient in the English language.
2. Initiates and maintains compliance with IHSC policies for accreditation.
3. Provides direct care to detainees.
4. Works within Scope of Practice and performs functions outlined in the Credentialing for Nurse Practitioners.
5. Performs medical histories on detainees entering the detention facility and completes necessary paperwork on them.
6. Performs physical examinations on detainees, which may include such procedures as pap smears, pelvic exams, EKGs, and/or neurological exams.
7. Evaluates and provides care to detainees with medical appointments, on sick call, or who are walk-ins.
8. Provides emergency and First Aid treatment including suturing, when required on detainees.
9. Performs minor surgical procedures.
10. Reviews/reevaluates weekly or as necessary, those cases requiring ongoing medical/pharmaceutical attention.
11. Carries out orders authorized by the physician.
12. Reads PPDs and provides Direct Observation Therapy (DOT) of INH/B6 to those detainees requiring it.
13. Provides relevant patient health education to detainees verbally and/or with handouts.
14. Documentation of this is reflected in the Progress Notes.
15. Documents all detainee contacts.
16. Documents using SOAP format, followed by the NP's signature and name stamp.
17. Documents medical/psychiatric problems on the Problem List in the detainee's chart and initiates a plan of treatment.
18. Coordinates health care needs of detainees with other staff members and coordinates referrals to off-site providers as required.
19. Performs record keeping functions in accordance with program policies.
20. Maintains patient confidentiality and confidentiality of medical records.
21. Applies knowledge of drugs and therapeutics when prescribing medication.
22. Destroys and properly disposes of all needles/syringes.
23. Assists in the disposal of biologically hazardous wastes on a regular basis.
24. Takes blood, urine specimens, sputum samples, etc. and performs laboratory tests as appropriate.
25. Interprets selected laboratory findings.

26. Takes direct and indirect action to isolate and quarantine cases and provide health safety and treatment for all employees and detainees at the facility when contagious diseases or chronic health problems are evident.
27. Attends general/medical staff meetings.
28. Participates in QA/QI activities as assigned.
29. Completes all training as required/assigned.
30. Assists with preparations for accreditation and ongoing compliance with standards as assigned.
31. May serve as medical escort of detainees as needed, for domestic/overseas travel.
32. May serve at other IHSC medical facilities on temporary duty.
33. If a Medical Housing Unit (MHU) is onsite, may admit, discharge, and perform daily rounds on patients and notify the Physician or Clinical Director of any abnormal findings.
34. The incumbent will be required to provide on-call medical duty coverage as needed after regular work hours and may need to return to the facility to provide medical care.
35. As needed, works with and is assigned to various committees.
36. Flexible and able to adapt to sudden changes in schedules and work requirements.
37. Performs other duties and responsibilities as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of and ability to apply professional nursing principles, procedures, and techniques to patient care.
2. Knowledge of training methods and sufficient interpersonal skills to develop a rapport with patients and co-workers during which instructional and educational information is presented.
3. Knowledge of and participation in established clinic and NCCHC requirements on safety, infection control, quality assurance, maintenance of records of patients seen, statistical information gathering, etc.

PHYSICAL DEMANDS:

1. Requires physical exertion such as lifting objects greater than 30 pounds.
2. Required to perform CPR/emergency care standing or kneeling.
3. Must have the ability to assist sick, injured or aging detainees or staff exiting the building (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
4. The work may necessitate some physical characteristics that will be required when responding to an emergency situation, such as running a short distance, prolonged standing and working in an austere environment.

DHS SUPERVISORY CONTROLS:

1. DHS
2. ICE
3. ERO

HHS SUPERVISORY CONTROLS:

1. DHHS
2. USPHS CC

SUPERVISORY CONTROLS:

The Nurse Practitioner works under the general supervision of the Health Services Administrator (HSA). If the HSA is not a clinician, the clinical supervision is provided by the Clinical Director.