

REGISTERED NURSE (O-2/4)

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 Registered Nurse 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 Customs 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>
O2 billet- Requires a BSN, Nursing License and BLS. 0 -2 years experience
O3 billet- Requires a BSN, Nursing License, and BLS. 2 years overall nursing experience. Preferred: 1 year correctional nursing, Spanish language proficiency, 1 year team leader, non-supervisory, and CCP-CCN
O4 billet- Requires a BSN, Nursing License and BLS. 4 years overall nursing experience. Preferred: 1 year correctional nursing, Spanish language proficiency, 1 year team leader, non-supervisory, and CCP-CCN

1. Must be a Registered Nurse. (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 within the scope of 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
8. Demonstrates strong oral and written communication skills
9. Integrity/Honesty
10. Experience in correctional health care preferred

DUTIES AND 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 nursing care to detainees.
4. Obtains medical histories on detainees; referring medical problems to the physician, or mid-level provider.
5. Evaluates health care needs of detainees and develops nursing care plans to meet those needs.
6. Provides nursing triage and screening of detainees during sick call and performs functions as outlined in the approved IHSC RN Guidelines.
7. Identifies and manages minor illnesses per established nursing guidelines and refers other medical problems to the appropriate medical provider.
8. Provides group and individual health education to detainees.
9. Assists the medical provider with medical appointments by taking the detainees vital signs, documenting in the chart and assisting as necessary.
10. Ensures the medical providers orders are implemented in a timely manner.
11. Ensures that medications prescribed are administered as ordered. When medication orders are signed off, initials are placed next to the order and circled.
12. Applies knowledge of drugs and therapeutics in administering medication.
13. Maintains security when administering medications continually cognizant of the potential hazard of drug hoarding and trafficking among detainees.
14. Properly disposes of all needles/syringes.
15. Maintains accuracy of Sharps Log.
16. Maintains non-involvement in the security aspects of care.
17. Documents all detainee encounters using S.O.A.P. format, followed by the nurses signature and name stamp.
18. Maintains patient and medical record confidentiality.
19. Performs or assists with emergency treatment of injury or illness to detainees as required.
20. Performs orders authorized by the physician, Mid-Level Practitioner or other qualified health care provider.
21. Provides nebulizer treatments; inserts indwelling urinary catheters; irrigates indwelling urinary catheters.
22. May prepare statistical information, regularly scheduled reports, or special reports as

necessary.

23. Draws labs as requested and collects laboratory specimens.
24. Administers immunizations and reads and documents accordingly.
25. Attends general/medical staff meetings.
26. Coordinates health care needs of detainees with healthcare team and coordinates referrals to off-site providers as required.
27. Assures a safe and clean working environment.
28. Provides care for psychiatric patients as appropriate.
29. Performs record keeping functions in accordance with program policies.
30. Performs other duties and responsibilities as assigned.
31. Responsible for maintenance of medical equipment and quality control of laboratory reagents.
32. May serve as medical escort of detainees as needed for domestic/overseas travel.
33. Maintains medical supply stock level, restocking as needed. May order supplies (lab and other supplies).
34. Performs or designates other staff to dispose of biologically hazardous wastes on a regular basis.
35. May participate in Quality Improvement Reviews/activities.
36. Provides daily nursing care as needed in Medical Housing Units (MHU) and notifies physician, or PA/NP of any abnormal findings.
37. Provide radiological services; these services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
38. May serve at other IHSC medical facilities on temporary duty (TDY).
39. Protects patients and employees by adhering to infection control policies and protocols.
40. Practice patient teaching/training
41. Will handle and be knowledgeable of all medical equipment utilized in the care of the patient.
42. Follow policy when disposing of bio hazardous materials, labeling and handling of all materials.
43. May be responsible for running a clinic program such as QI, Infection Control or Training and Education.
44. Must be able to work rotating shifts including holidays and weekends.
45. May be tasked to function as charge nurse or team lead.
46. Punctual and dependent for assigned shifts.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Graduate of a school of professional nursing approved by the appropriate State accrediting agency.
2. Professional nursing principals, procedures, and techniques to patient care and nursing supervision.
3. Medication, administration guidelines, and pharmaceutical agents and their desired and adverse effects in order to recognize untoward effects and take appropriate corrective measures.
4. Training methods and sufficient interpersonal skills to develop a rapport with patients and

coworkers during which instructional and educational information is presented.

5. Requirements for safety, infection control, quality assurance, maintenance of records of patients seen, statistical information gathering, etc.
6. Knowledge of a wide range of nursing concepts, principles, and practices to perform nursing assessments of considerable diversity to include mental health, medical surgical, ambulatory and emergency nursing care.
7. Patient health education skills.
8. Spanish language proficiency preferred.

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 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 Registered Nurse 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.