

MEDICAL ADMINISTRATOR (County Jail)

DISTINGUISHING FEATURES OF THE CLASS: This is responsible professional work calling for the service of a nurse practitioner or physician to oversee medical services in a clinic setting and/or act as a medical consultant. The work is performed subject to general supervision and within established policies and procedures. Direct supervision is exercised over the work of subordinate medical personnel. A Medical Administrator (County Jail) does related work as required.

TYPICAL WORK ACTIVITIES:

- Ensures that the quality and accessibility of all health services are available to all inmates that are committed to the custody and care of the Sheriff;
- Supervises and conducts physical examinations and medical treatment of patients;
- Provides medical direction and oversight to the current medical and mental health providers and dentists through on site consultation or electronic devices;
- Coordinates recommended trainings and oversees orientation of new medical staff;
- Reviews policies and guidelines annually to sustain compliance with NYS Commission of Corrections Minimum Standards and all applicable Laws;
- Serves as a resource in the development and interpretation of medical guidelines for the health and safety of the inmates and staff at Cattaraugus County Jail;
- Consults with the Cattaraugus County Sheriff, Jail Administration, nursing staff, medical director, psychiatrist and dentist as needed;
- Supervises the compilation of necessary medical records and reviews on a periodical basis;
- Participates in a quality assurance program to perform periodic chart review of inmates incarcerated at Cattaraugus County Jail;
- Evaluates withdrawal guidelines and procedures for substance dependent inmates;
- Reviews inmates weekly with high risk factors such as infectious disease, advanced systemic infections, body system failures, and injuries that require physical examinations;
- Reviews patient care reports for completeness and quality of care;
- Serves as a liaison with health care providers as needed to provide efficient and effective best practice services;
- Manages use of formulary and non-formulary medications;
- Represents the interests of the Cattaraugus County Jail in the medical community;
- Consults with pharmaceutical providers to promote efficient and cost effective treatment programs;
- Performs other related EMS tasks as may be required by the Jail Administrator or Sheriff;
- Available on-call for medical questions;
- Ensures there are site-specific job descriptions available for each member of the health services staff.
- Authorizes hospitalization, consultation with specialists, patient referrals, laboratory work, administration of drugs and other medically accepted treatments;
- Attends meetings as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of medicine; good knowledge of NYS Commission of Correction Minimum Standards Section 7010.2 Health Services; working knowledge of community resources available to meet the needs of patients; ability to communicate effectively; thoroughness; a high standard of professional ethics; sound professional judgment; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A nurse practitioner or physician currently registered to practice medicine in New York State.

SPECIAL NOTE:

Incumbents voluntarily assigned to a Tactical Medical Unit must meet qualifications and standards under New York State Criminal Procedure Law 2.10 section 26 as a Peace Officer and Auxiliary Police Officer.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 11/17/17