

State of Minnesota  
Department of Corrections  
Inspection and Enforcement Unit  
*Office Memorandum*

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**DATE:** 02/20/2008

**TO:** Nurses, Jail Administrators, Sheriffs

**FROM:** Greg Carlson, Director, Inspection and Enforcement Unit  
Diane Grinde, Sr. Inspector, Inspection and Enforcement Unit

**RE:** Nursing Hours Tool

In September 2005 a group of nurses and jail administrators began meeting with Diane to discuss ways to assist jails in trying to determine the hours that the facility would like to provide. This effort began as there were many facilities that were attempting to figure out a system or method to determine how many nursing service hours that the facility would like to provide for their facility as they were adding capacity or building a new facility.

It was discovered early on that it would be difficult, if not impossible, to come up with a simple formula such as 50 inmates require 20 hours of nursing and so forth. The resources and delivery systems are not equal across the state nor do facilities want their nurses to be responsible for the same tasks. As examples, some counties want their nurses to deliver inmate medications; in other counties trained correctional officers deliver medications. Some nurses may be required to conduct training while others do not. The group decided the best way to handle it was to recommend that the facility discuss what duties they would like the nurse to do and then determine the hours that the facility would like to provide.

The group, over a significant period of time and many meetings developed a checklist of possible duties that may be assigned to the facility nurse(s). They also developed a work sheet to help determine the number of hours that may be needed for each task. This list is not all inclusive of possible duties, but does provide some help in identifying the vast majority of duties that may be required.

***This list of possible duties is not, nor was it ever intended to be, a definition of requirements or incorporated as standards to be included in the 2911 Rules.*** This is simply a tool to assist nurses, jail administrators, and sheriffs in identifying and defining what duties they want a nurse to perform and how many nursing hours they may need to budget for. ***You can choose to use the documents for this purpose or not.***

Attached is the list and definitions of duties and an Excel spread sheet that can be used to help plot the duties and time frames.

Diane and the group spent a considerable amount of time in developing the attached documents and we hope that you find them helpful. We want to thank all those who volunteered to assist in this project.