

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA/647#-

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT Division of Correctional Health Care Services	POSITION NUMBER (Agency - Unit - Class - Serial) 086-220-9319-918
UNIT NAME AND CITY LOCATED Licensing Support Unit, Sacramento	CLASS TITLE Supervising Registered Nurse III
WORKING DAYS AND WORKING HOURS 8:00 a.m. to 5:00 p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO CA. Institution for Women, Corona, CA
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.	
Under the direction of the Correctional Health Services Administrator II, the Supervising Registered Nurse III, will assist with the integration of nursing services into the administrative healthcare model that meets all initial licensing requirements necessary to obtain a license to operate a healthcare facility identified in the California Code of Regulations, Title 22 the Correctional Treatment Centers (CTC). Statewide travel will be required.	
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
45%	Support the planning, organization, development, implementation and monitoring of the delivery of Nursing Services within newly activated and existing licensed healthcare setting. This will include, but is not limited to, providing support, guidance, education and training to institutions' Nursing Service Directors and staff in identifying programming needs. Provide nursing consultation and health program expertise for the planning, development and implementation of an institution evaluation program designed to monitor and ensure compliance with consent decrees, settlement agreements and statewide program policies and procedures; and provide technical assistance.
20%	Participate in statewide preparatory licensing site visits for the department's medical/mental health treatment facilities to evaluate compliance with health facility licensing regulation. This includes, but is not limited to, indentifying appropriate diagnostic and treatment protocols, level of care, proper staffing mix and fire/life/safety regulations.
20%	Assist in the development of review protocols and evaluation processes to conduct statewide program evaluation and preparatory licensing reviews and associated deficiency reports and assess overall compliance. Provide consultation to headquarters and field staff regarding recommendations for improvements and/or enhancements to the program.
10%	Consult with medical staff in the field to assist in the development of corrective action plan, conduct first level review of deficiency reports and associated corrective action plans and assist the review team in developing appropriate recommendations.
5%	Collaborate with Institution Business Managers and other Administrators in the preparation and review of health care facility dietary budget, including equipment, staffing, contracts, related to licensed health care facility's Nursing Services. Performs other related duties as required.

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% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print) David Horch	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE