

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

RPA #

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Medical Facility		POSITION NUMBER (Agency - Unit - Class - Serial) 076-213-8182-
UNIT NAME AND CITY LOCATED: Health Care Services, California Medical Facility, Vacaville		CLASS TITLE Certified Nursing Assistant, CF
WORKING DAYS AND WORKING HOURS		SPECIFIC LOCATION ASSIGNED TO
INCUMBENT		
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.		
This position is designed to enable the California Department of Corrections and Rehabilitation (CDCR) to control and direct the efficient, appropriate and cost-effective use of health care resources. Under the direction of the Supervising Registered Nurse II or designee, the Certified Nursing Assistant, CF, will perform simple nursing tasks involved in the care of physically ill or disabled patients. Performs other duties as assigned within the scope of practice.		
% 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>	
40%	Basic Nursing Care: Provides care and attends to the physical needs of the inmate patient. This may include bathing/showering, feeding patients, assisting with oral hygiene, turning and repositioning patients and assisting with ambulation. Assists patients with meeting hydration needs. Keeps patients clean and dry, provides clean clothing and linen as appropriate. Maintains patient dignity during care to the extent possible in a correctional setting.	
20%	Vital Signs: Takes and records blood pressure, pulse, respiration and temperature (oral, rectal, maxillary or tympanic). Measures and records height and weight, intake and output of fluids and records percentage of dietary intake.	
20%	Safety: Provides safe environment for patients and staff. Keeps patients' area clean and organized. Cleans and wipes up spills immediately. Prevents falls. Accompanies patients to and from appointments off unit as directed by licensed nurse.	
10%	Rehabilitation and Program Activity: Encourages and supports patients in maintaining and or developing muscle tone and strength through active and passive range of motion exercises. Assists and encourages patient to increase activities of daily living. Assists and encourages patients to use special assistive devices prescribed for rehabilitation. Encourages patient participation in activities to improve mental and physical well-being. Supports and/or assists patients in achieving and/or maintaining optimal level of functioning.	
5%	Other Unit Support Duties: Answers telephones, takes messages, faxes, photocopies, and other duties as assigned.	
5%	Education and Training: The employee is responsible for maintaining current CNA and CPR certification, meeting continuing education requirements for CDC-R, complying with institutional policies and standards.	

The following is a definition of on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/3 to 2/3 of a workday

Occasionally: Involves 1/3 or less of a workday

N/A: Activity or condition is not applicable

Standing: Constantly – stands for periods of time to file/refile, at the copy machine, and other office machines.

Walking: Constantly – has to walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes.

Sitting: Constantly – at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Constantly–lifts files weighing a few ounces and rarely files weighing up to 50 lbs.

Carrying: Constantly – this activity can be considered to require the same physical demands as lifting.

Stooping/Bending/Kneeling/Crouching: Constantly– stretches, stoops/bends, kneels, and crouches to pull/refile documents from the lower shelves in filing cabinets.

Reaching in Front of Body: Constantly–will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes.

Reaching Overhead: Frequently – reaches overhead to retrieve objects from the top shelf of the file cabinet.

Climbing: Frequently – climbs when using the step stool to reach objects. Climbs steps throughout the institution during performance of regular work responsibilities.

Balancing: Frequently – balances when using the step stool, stairs or lifts.

Pushing/Pulling: Constantly – has to push/pull to open file drawers, desk drawers, carts and racks.

Fine Finger Dexterity: Constantly – will use fine-finger dexterity to write information onto documents and to type information into the computer, manipulate equipment such as a fax machine or telephone.

Hand/Wrist Movement: Constantly – uses hands and wrists in the handling of documents and files, typing, data entry and writing.

Crawling: N/A

Driving: Occasionally

Sight/Hearing/Speech/Writing Ability: Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The incumbent will frequently use hearing, speech and written language to interface with staff, visitors, patients and community.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The incumbent may at any time utilize a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter, and the usual office supplies.

DUTY STATEMENT

% 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 addition sheet if necessary)</i>
	<p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Fundamentals of nursing care, including medication administration; general nursing procedures and techniques involved in inmate care; principles used in caring for individuals who are immobile; medical terminology; and general hospital/facility routine and equipment.</p> <p>Ability to: Perform nursing procedures as regulated by licensure and certification; observe and document symptoms and behavior; maintain records and prepare reports; gain the interest respect and cooperation of inmates; work effectively with inmates and the interdisciplinary treatment team; function effectively in an emergency situation; and practice universal precautions.</p> <p>DESIRABLE QUALIFICATION: Willingness to work at state correctional facilities; demonstrated leadership ability; aptitude for working with inmates who are acutely ill, infirm, visually impaired, have an emotional disorder, or who are mealy or developmentally disorder offenders; and demonstrate emotional stability, patience, tact and alertness.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS: Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, inmates, or the public.</p> <p><u>CONDITIONS OF EMPLOYMENT:</u></p> <p>The employee is required to work any shift and schedule in a variety of settings throughout the institution and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. They will be required to lift and carry at least 50 or pounds. All employees are required to report to work on time and follow procedures for reporting absences; maintain a professional appearance; appropriately maintain cooperative, professional and effective interactions with employees, inmate patient clientele and the public; comply with institution policies and procedures and familiarize self with no hostage policy.</p> <p>The employee is required to actively support a safe and hazard free workplace through the practice of personal safety and vigilance in the identification of safety or security hazards including infection control. All employees are required to demonstrate an awareness of multicultural issues in the workplace which enable the employee to work effectively.</p> <p>All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.</p>

GENERAL POST ORDER / DUTY STATEMENT ADDENDUM

General requirements: Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to CDCR policies, procedures, and physical plant to facilitate effective access to CDCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- measures to ensure effective communication (see below);
- housing accommodations such as wheelchair accessible cells, medical beds for inmates/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
- work rules that allow the inmate/patient to have a job consistent with his/her disabilities.

Medical staff shall provide appropriate evaluations of the extent and nature of inmates' disabilities to determine the reasonableness of requested accommodations and modifications.

Equally Effective Communication: The Americans with Disabilities Act (ADA) and the *Armstrong* Remedial Plan require CDCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify inmates/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with inmates/patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the inmates/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document whether the inmate/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided if an inmate/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

DECS: The Disability Effective Communication System (DECS) contains information about inmate/patients with disabilities. Every institution has DECS access and staff must review the information it contains in making housing determinations and providing effective communication.

Housing Restrictions: All inmate/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that inmate/patients are housed appropriately.

Prescribed Health Care Appliances (including Dental Appliances): Staff (health or security) shall not deny or deprive prescribed health care appliances to any inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	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