

## **SALINAS VALLEY STATE PRISON DUTY STATEMENT**

**CLASSIFICATION:** Supervising Registered Nurse II, CF  
**WORKING TITLE:** Supervising Registered Nurse II  
**POSITION NUMBER:** 936-213-9318-VAR  
**DIVISION:** Health Care Services  
**DEPARTMENT:** Medical

### **DEFINITION:**

Under the direction of the Supervising Registered Nurse III, CF supervises the performance of the Registered Nurse, CF, Licensed Vocational Nurse and the general operation of various nursing units.

**TYPICAL TASKS:** Has the responsibility for planning, assigning, monitoring and evaluating the work of nursing staff, including RN, CF, LVN's, planning and conducting in service training classes; estimating future medical supply needs; accurately analyzing situations and formulating methods of managing them; writing reports assessments and other documents as directed; ensuring professionally reorganized standards of patient care are maintained. Maintains order and supervises the conduct of inmates, prevents escapes and injuries by inmates to themselves or others or property, maintains security of work areas and materials, inspects premises and searches inmates for contraband. Assuring licensing standards and all other applicable standards and regulations are consistently met; arranging for sufficient nursing staff to provide quality nursing; performing special assignments as directed; meeting institutional and departmental Affirmative Action goals; assists the Director of Nurses with the interviewing, hiring, evaluation, disciplining and termination of nursing services employees; consulting with medical staff as needed; act as liaison with other departments.

### **DUTIES:**

- 50% Personnel Management activities; plan, assigns, directs, coordinates, and evaluates the work of the nursing staff; orients new staff; monitors quality of inmate/patient care and documentation; assures that the flow of work runs smoothly.
- 25% Performs evaluations; writes reports, policies and procedures; assures proper medical/legal documentation; and assures compliance with all rules, regulations, and court decrees.
- 10% Assists with or directs emergency care, both psychiatric and/or medical, and facilitates the transfer of inmates/patients in such a way as to maintain continuity of care.
- 10% Conducts and/or attends meetings/conferences, participates in committees, and fulfills assignments as directed.
- 5% Monitors affirmative action rules, regulations and objectives; relieves supervisor as directed.