

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

# DUTY STATEMENT

RPA/647#-

EFFECTIVE DATE:

<p><b>CDCR INSTITUTION OR DEPARTMENT</b> CALIFORNIA PRISON HEALTH CARE SERVICES, Institution Name: CTF</p>	<p><b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 101-213-9318-xxx</p>
<p><b>UNIT NAME AND CITY LOCATED</b> Correctional Training Facility, Soledad</p>	<p><b>CLASS TITLE</b> Supervising Registered Nurse II</p>
<p><b>WORKING DAYS AND WORKING HOURS</b> a.m. to a.m. (Approximate only for FLSA exempt classifications)</p>	<p><b>SPECIFIC LOCATION ASSIGNED TO</b> Medical Dept.</p>
<p><b>PROPOSED INCUMBENT (If known)</b></p>	<p><b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b></p>

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 Director of Nursing, SRN III, the Supervising Registered Nurse II will direct and evaluate the work of a staff of Registered Nurses and Licensed Vocational Nurses; receive, interpret and disseminate policies and procedures set down by the institution's administration; apply supervisory rules and principles, labor relations issues and contracts, set goals for self and others, and manage available time effectively.

<p>% of time performing duties</p>	<p>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></p>
<p>30%</p>	<p>Updates the nursing duty statements and nursing post orders and job descriptions; institutes, monitors and evaluates nursing services rendered to inmates; supervises the coverage of all vacancies occurring due to illness, injury, etc.; supervises the arrangement with custody for out on institution transportation of inmate patients and staff when necessary; supervises the call-in of required staff as needed, i.e., lab technician, pharmacist, surgery nurse, medical consultants, etc.; supervises the redirection of staff to different posts as situations demand; investigates all controlled substance discrepancies and coordinates the investigation with the Pharmacist and Chief Medical Officer.</p>
<p>30%</p>	<p>Ensures all nursing staff adhere to custodial rules and regulations; acts as liaison between nursing service and custody; understands the Title 15 (Directors Rules); adjusts nursing procedures to custodial conditions such as lockdowns, fire, etc.; inspects the security of the work area; supervises syringe and needle control in the nursing areas; supervises narcotic control in the nursing areas.</p>
<p>20%</p>	<p>Participates on committees, hiring interviews, and QAP's as assigned; assists with special projects as assigned; conducts periodic environmental inspections of the clinics and infirmaries for cleanliness and needed repairs.</p>
<p>10%</p>	<p>Prepares and submits employee injury reports. Protects and maintains the security and safety of persons, materials, working areas and property of the institution.</p>

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<p>10%</p>	<p>Attending continuing education as required for maintenance of California Registered Nursing license; also, attending a minimum of 40 hours a year of In-Service Training and On the Job Training as a condition of CDCR employment.</p> <p><b>SUPERVISORY RESPONSIBILITIES:</b> Directs the work of a staff of nurses and other health care staff; maintain order and supervises the conduct of inmates and maintain the safety of persons and property; to prevent escapes of and injury by persons committed to the Department of Corrections to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches inmates for contraband, such as weapons or illegal drugs.</p>	
	<p><b>DESIRABLE QUALIFICATIONS</b></p> <p><u>Special Personal Characteristics:</u> Accuracy and thoroughness in performance of tasks and ability to work in harmony with others in both professional and clerical occupational groups.</p> <p><u>Interpersonal Skills:</u> Work independently in a team setting. Excellent communication skills.</p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b></p> <p><u>Extended Periods:</u> Duties are performed sitting at desk and on computer most of the time.</p> <p><u>Brief Periods:</u> Walking or standing.</p> <p><u>Occasional:</u> lift up to 10 lbs (files, documents).</p>	
<p><b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b></p>		
<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p><b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b></p>		
<p>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.</p>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>