### DUTY STATEMENT

**CDCR INSTITUTION OR DEPARTMENT**
California Prison Health Care Services

**POSITION NUMBER (Agency - Unit - Class - Serial)**

**UNIT NAME AND CITY LOCATED**

**CLASS TITLE**
Receiver’s Nurse Executive
Institutional Chief Nurse Executive

**WORKING DAYS AND WORKING HOURS**
a.m. to a.m. (Approximate only for FLSA exempt classifications)

**SPECIFIC LOCATION ASSIGNED TO**

**PROPOSED INCUMBENT (If known)**

**CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)**

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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 direct supervision of the Chief Executive Officer and the functional supervision of the Regional Chief of Nursing Services, this position is the highest-ranking nurse manager within a CDCD adult institution. Assumes comprehensive 24-hour and 7-day (24/7) accountability for the operations and delivery of all patient care services throughout a CDCR institution or designated institutions.

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<table>
<thead>
<tr>
<th>% of time performing duties</th>
<th>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. (Use additional sheet if necessary)</th>
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<tbody>
<tr>
<td>50%</td>
<td>ESSENTIAL FUNCTIONS</td>
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<td></td>
<td>Directs all nursing activity within the institution and ensures compassionate, safe, effective, timely, efficient and equitable patient-centered care in conjunction with other health care discipline managers, and in coordination with custody. Develops and maintains a competent nursing team to deliver evidence-based patient-centered care. Participates in nurse recruitment and retention programs. Participates directly in the selection of key nursing and patient care positions assigned to the institution. Develops and monitors nursing performance expectations; performs competency assessments; mentors and coaches nursing personnel throughout the institution. Assesses nursing professional training and orientation needs and participates in the development of orientation and education programs to promote staff development policies. Develops and implements clear and realistic performance expectations, issues letters of instruction and counseling memoranda, effectively recommends formal disciplinary action to the institution Chief Executive Officer, and upon delegation from the Chief Executive Officer, takes disciplinary action.</td>
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<tr>
<td>30%</td>
<td>Assists in the development and maintains an on-going program to deliver, monitor, evaluate, and improve the quality and appropriateness of all nursing care in the Region. Assists with the development of nursing policies, procedures, and protocols, and with the development and implementation of nursing services staffing plan policies. Implements statewide policies, procedures, and protocols for the delivery of health care services. Identifies problems and implements solutions for operational and organizational issues pertaining to nursing. Directs nursing quality improvement teams and ensures that nursing audits are conducted on an on-going basis, including the development and implementation of corrective actions plans.</td>
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<tr>
<td>20%</td>
<td>Participates in the assessment and monitoring of productivity, workload, administrative and support systems, and internal reporting relationships as directed; identifies and makes recommendations for improvement and assists in the implementation of changes. Assists with the formulation of operational and capital budgets and makes decisions or effectively recommends a course of action with regard to management of the institution’s nursing budget. Other duties deemed necessary.</td>
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## KNOWLEDGE AND ABILITIES

Required core competencies include:
- Professional/technical expertise
- Customer focus
- Teamwork
- Valuing diversity
- Managing performance
- Leadership
- Planning and organizing
- Organizational savvy
- Process improvement
- Developing others
- Managing change
- Strategic view

## DESIRABLE QUALIFICATIONS

Clinical nursing experience in a correctional facility; Masters Degree in nursing or other health care related field; Basic Care Life Support certification; Advanced Care Life Support certification; and experience in health care system and program design and development.

## SPECIAL PERSONAL CHARACTERISTICS

Incumbents must possess the willingness to work in a correctional facility; possess a sympathetic and objective understanding regarding the problems of inmate-patients; and be tactful and patient.

## SPECIAL PHYSICAL CHARACTERISTICS

Incumbents must possess and maintain sufficient strength, agility and endurance 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, forensic clients, patients, inmates or the public.

SUPERVISOR’S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

<table>
<thead>
<tr>
<th>SUPERVISOR’S NAME (Print)</th>
<th>SUPERVISOR’S SIGNATURE</th>
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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.

<table>
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