PLEASE READ INSTRUCTIONS CAREFULLY

This Training and Experience Assessment (T&E) will be used to measure your experience, training, and/or education relevant to the Public Health Nurse I, Correctional Facility. It will ask you to rate yourself on the experience, training, and/or education that you will bring to the job with California Correctional Health Care Services (CCHCS).

The T&E is the exam and it will be weighted 100% of your score. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. The eligible list resulting from this exam will be used by CCHCS to fill our existing and/or future vacancies. A “Conditions of Employment” form is included in this T&E that will allow you to select the location(s), tenure(s), and time base(s) that you are interested in working.

Please follow all instructions carefully and completely.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me on this exam is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this exam and may not be allowed to compete in future exams for State employment. If already hired from the result of this exam, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE:____________________________________ DATE:____________________

LAST FOUR DIGITS
SOCIAL SECURITY
NUMBER:

NAME (PRINTED):____________________________________

ADDRESS:____________________________________

CITY:________________________ STATE:____________________ ZIP CODE:____________________

WORK PHONE NUMBER:________________________ HOME PHONE NUMBER:________________________

FILING INSTRUCTIONS:
Please submit 1.) a State application (STD. 678) (Go to: https://jobs.ca.gov/Profile/StateApplication for a copy of the State application.) and 2.) this Completed Training and Experience Assessment as follows:

By mail to: California Correctional Health Care Services
Examination Services, Bldg. D1
P.O. Box 588500
Elk Grove, CA  95758

OR

In person to:

California Correctional Health Care Services
8280 Longleaf Drive
Suite 101 Drop Box
Elk Grove, CA  95758
MINIMUM QUALIFICATIONS

You must meet the Minimum Qualifications by the date the T&E is signed. If not, your application will be rejected and your T&E exam will not be scored. Please ensure that your State application (STD. 678) clearly indicates your experience, training, and/or education relevant to the Public Health Nurse I, Correctional Facility Minimum Qualifications as stated below:

Possession of a current license as a Registered Nurse in California and a current certificate as a Public Health Nurse in California. (Applicants who do not meet these requirements will be admitted to the examination, but they must secure the required license and certificate before they will be considered eligible for appointment.)
**JOB REQUIREMENTS**

The following are job requirements. Please indicate your willingness to comply with each job requirement listed. *(Please note, if you are unwilling or unable to comply with any of the following job requirements, you will be eliminated from further consideration in this exam.)*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Willingness to work in a State correctional facility at various custody/security levels.</td>
</tr>
<tr>
<td>2.</td>
<td>Willingness to work in various mental health settings and programs within the institution and to work with inmates/youthful offenders, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders.</td>
</tr>
<tr>
<td>3.</td>
<td>Willingness to work with inmates/youthful offenders, including some who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis.</td>
</tr>
<tr>
<td>4.</td>
<td>Willingness to stand for long periods of time.</td>
</tr>
<tr>
<td>5.</td>
<td>Willingness to promote positive, collaborative, professional working relations among co-workers or other staff.</td>
</tr>
<tr>
<td>6.</td>
<td>Willingness to work professionally with individuals from a wide range of cultural backgrounds.</td>
</tr>
<tr>
<td>7.</td>
<td>Willingness to work weekend work shifts (that is, Saturday and/or Sunday shifts) as needed.</td>
</tr>
<tr>
<td>8.</td>
<td>Willingness to work from high tiers (approximately 15 to 60 feet) above the ground.</td>
</tr>
<tr>
<td>9.</td>
<td>Willingness to carry equipment and materials weighing up to 20 pounds (charts, vaccines, sharps containers), to various areas on institution grounds.</td>
</tr>
<tr>
<td>10.</td>
<td>Willingness to wear protective clothing (e.g., vests, hard hats, glasses/goggles/masks, and appropriate footwear, etc.) as required.</td>
</tr>
<tr>
<td>11.</td>
<td>Willingness to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, etc.) applicable to specific work assignments.</td>
</tr>
<tr>
<td>12.</td>
<td>Willingness to comply with annual tuberculosis screening requirements.</td>
</tr>
<tr>
<td>13.</td>
<td>Willingness to abide by and adhere to the institutional dress code.</td>
</tr>
<tr>
<td>14.</td>
<td>Willingness to comply with departmental training requirements and participate in on-going education specific to your work assignment.</td>
</tr>
</tbody>
</table>
### WORK EXPERIENCE

**Instructions:** Please read instructions carefully. For Items 15 – 25, please indicate the following:

**Recency:**
- Check this box if you have performed this task within the last 24 months. If you have not performed this task within the last 24 months, leave blank and skip to the next item.

**Frequency:**
- Check only one box to indicate the frequency in which you have performed this task within the last 24 months.

**Level of Skill:**
- Check only one box to indicate the level of skill you have in performing this task within the last 24 months.

<table>
<thead>
<tr>
<th></th>
<th>Recency</th>
<th>Frequency</th>
<th>Level of Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Weekly</td>
<td>Monthly</td>
</tr>
<tr>
<td>15.</td>
<td>Assist patients and staff with the prevention and control of communicable diseases.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Perform public health nursing services for patients and or staff.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Direct staff and patients on public health subjects (e.g., Blood Borne pathogens, tuberculosis, universal precautions, respiratory protection).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Provide training/orientation to all staff on public health subjects (e.g., Blood Borne pathogens, tuberculosis, universal precautions, respiratory protection).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Perform epidemiological/contact investigations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Provide instruction to others (e.g., patients, staff, Health Care providers, community health care providers, visitors) regarding the care of patients and staff.</td>
<td></td>
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</tr>
<tr>
<td>21.</td>
<td>Implement infectious disease control procedures in order to contain the spread of communicable diseases.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Participate in conferences on community/public health problems in order to keep abreast of the current public health issues and changes in treatment and reporting requirements, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Act as liaison with State and local county health departments and other appropriate organizations on infectious disease control issues.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Assist medical staff with development of policies and procedures on infectious disease.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Maintain accurate records (e.g., laboratory results, sterilization logs of equipment, environmental surveillance, immunization).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**PUBLIC HEALTH NURSE I, CORRECTIONAL FACILITY**  
*Training and Experience Assessment*

Name: ________________________________________

<table>
<thead>
<tr>
<th>WORK EXPERIENCE</th>
<th>REGENCY</th>
<th>FREQUENCY</th>
<th>LEVEL OF SKILL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructions:</strong> Please read instructions carefully. For Items 26 – 38, please indicate the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Recency:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Check this box if you have performed this task within the last 24 months. If you have not performed this task within the last 24 months, leave blank and skip to the next item.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Frequency:</strong></td>
<td></td>
<td></td>
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<tr>
<td>• Check only one box to indicate the frequency in which you have performed this task within the last 24 months.</td>
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</tr>
<tr>
<td><strong>Level of Skill:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Check only one box to indicate the level of skill you have in performing this task within the last 24 months.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

26. Prepare various written reports.

27. Facilitate nursing care for patients.

28. Collaborate with health care providers.

29. Administer vaccinations/TB testing to patients and/or staff.

30. Obtain specimens from patients for diagnostic testing as ordered by health care providers.

31. Document in the medical records, the public health services received by patients.

32. Monitor environment to ensure cleanliness and safe working conditions per CCR Title 8, 17 and 22.

33. Advocate for patients.

34. Provide patient education and/or discharge planning.

35. Participate on various meetings/committees/task forces/projects/teams, etc.

36. Perform tuberculosis screening.

37. Responsible for adhering to the confidentiality of patient and/or staff information.

38. Prioritize work tasks.
Name: ________________________________________

### WORK EXPERIENCE

<table>
<thead>
<tr>
<th>Instructions: Please read instructions carefully. For Items 39 – 45, please indicate the following:</th>
</tr>
</thead>
</table>
| **Recency:**  
| • Check this box if you have performed this task within the last 24 months. If you have not performed this task within the last 24 months, leave blank and skip to the next item. |
| **Frequency:**  
| • Check only one box to indicate the frequency in which you have performed this task within the last 24 months. |
| **Level of Skill:**  
| • Check only one box to indicate the level of skill you have in performing this task within the last 24 months. |

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Recency</th>
<th>Frequency</th>
<th>Level of Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>39.</td>
<td>Instruct staff on the proper storage and disposal of bio-hazardous materials (e.g., needles, dressings, bandages, contaminated laundry).</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>40.</td>
<td>Understand the disposal of bio-hazardous materials (e.g., needles).</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>41.</td>
<td>Understand the use of universal precautions, and Local Exposure Control Plan, per CCR Title 8 requirements.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>42.</td>
<td>Establish, promote and maintain collaborative and cooperative working relationships with all departmental staff and outside agencies.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>43.</td>
<td>Interpret written documents (e.g., skin test results, laboratory results, health care provider notes).</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>44.</td>
<td>Assist patients with the prevention and control of communicable diseases.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>45.</td>
<td>Perform public health nursing services for patients and/or staff.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Name: ________________________________________

CONDITIONS OF EMPLOYMENT (Form 631)

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this exam, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

TYPE OF APPOINTMENT YOU ARE WILLING TO ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

☐ (A) Any
☐ (D) Permanent Full-Time
☐ (K) Limited-Term Full-Time
☐ (V) Permanent Part-Time
☐ (T) Permanent Intermittent

If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent Full-Time positions.

LOCATIONS YOU ARE WILLING TO WORK

NOTE: California State Prison has been abbreviated to “CSP”.

☐ (0005) ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary.

NORTHERN REGION

☐ 0309 Mule Creek State Prison
   Ione, Amador County
☐ 0802 Pelican Bay State Prison
   Crescent City, Del Norte County
☐ 1802 California Correctional Center
   Susanville, Lassen County
☐ 1805 High Desert State Prison
   Susanville, Lassen County
☐ 2002 San Quentin State Prison
   San Quentin, Marin County
☐ 3400 Headquarters
   Elk Grove, Sacramento County
☐ 3404 Folsom State Prison
   Represa, Sacramento County
☐ 3423 CSP, Sacramento
   Represa, Sacramento County
☐ 3901 Deuel Vocational Institution
   Tracy, San Joaquin County
☐ 3914 California Health Care Facility/
   DeWitt Correctional Facility
   Stockton, San Joaquin County
☐ 4804 California Medical Facility
   Vacaville, Solano County
☐ 4811 CSP, Solano
   Vacaville, Solano County
☐ 5505 Sierra Conservation Center
   Jamestown, Tuolumne County

CENTRAL REGION

☐ 1015 Pleasant Valley State Prison
   Coalinga, Fresno County
☐ 1514 North Kern State Prison
   Delano, Kern County
☐ 1522 Kern Valley State Prison
   Delano, Kern County
☐ 1605 Avenal State Prison
   Avenal, Kings County
☐ 1606 CSP, Corcoran
   Corcoran, Kings County
☐ 1608 California Substance Abuse Treatment Facility
   Corcoran, Kings County
☐ 2003 Central California Women’s Facility
   Chowchilla, Madera County
☐ 2004 Valley State Prison
   Chowchilla, Madera County
☐ 2701 Correctional Training Facility
   Soledad, Monterey County
☐ 2708 Salinas Valley State Prison
   Soledad, Monterey County
☐ 4005 California Men’s Colony
   San Luis Obispo, San Luis Obispo County

SOUTHERN REGION

☐ 1307 Calipatria State Prison
   Calipatria, Imperial County
☐ 1308 Centinela State Prison
   Imperial, Imperial County
☐ 1503 California Correctional Institution
   Tehachapi, Kern County
☐ 1513 Wasco State Prison
   Wasco, Kern County
☐ 1523 California City Correctional Facility
   California City, Kern County
☐ 1995 CSP, Los Angeles
   Lancaster, Los Angeles County
☐ 3310 California Rehabilitation Center
   Norco, Riverside County
☐ 3313 Chuckawalla Valley State Prison
   Blythe, Riverside County
☐ 3329 Ironwood State Prison
   Blythe, Riverside County
☐ 3612 California Institution for Men
   Chino, San Bernardino County
☐ 3613 California Institution for Women
   Corona, San Bernardino County
☐ 3715 R.J. Donovan Correctional Facility
   San Diego, San Diego County

Please notify California Correctional Health Care Services promptly of any changes of address or availability for employment at the following address:
CCHCS, Examination Services, Bldg. D1, P.O. Box 588500, Elk Grove, CA 95758.
RECRUITMENT QUESTIONNAIRE

HOW DID YOU HEAR ABOUT THE PUBLIC HEALTH NURSE I, CORRECTIONAL FACILITY EXAM?

*The questions below are not part of the exam and are for informational purposes only.*

1. Check the box(es) that best describes how you found out about the Public Health Nurse I, Correctional Facility exam.

- [ ] College Recruitment
- [ ] CDCR Employee/Relative
- [ ] CDCR Website
- [ ] Job Fair/Career Event (California)
- [ ] Job Fair/Career Event (Outside of California)
- [ ] Advertisement in Magazine/Journal
- [ ] Mailer
- [ ] Newspaper
- [ ] Internet Search (Career Builder, Google, AOL, etc.)
- [ ] California Department of Human Resources (CalHR)

2. Check the box(es) that best describes the reason for selecting CCHCS as your place of employment.

- [ ] Competitive Salary
- [ ] Benefits
- [ ] Retirement
- [ ] Career Challenge
- [ ] Gain Experience in a Correctional Setting
- [ ] Flexible Shifts
- [ ] Opportunity
- [ ] All of the Above