

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

DUTY STATEMENT

RPA -

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Prison Health Care Services	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED	CLASS TITLE Regional Chief of Nursing Services
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)

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 Statewide Chief of Nursing Services, provides overall leadership, direction and monitoring of nursing services and related clinical operations within a Region spanning multiple adult institutions within CDR, and ensures that nursing practices comply with appropriate professional standards. Has indirect responsibility for all clinical functions pertaining to patient care to ensure consistency in the quality of clinical performance, access to care, and continuum of care.

% 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>
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40%	<p>ESSENTIAL FUNCTIONS</p> <p>Functionally supervises the Institution Chiefs of Nursing Services within the Region with respect to nursing standards, procedues, protocols and policies. Participates directly in the selection of Institution Chiefs of Nursing Services and other key nursing and patient care positions assigned to the Region, and effectively recommends the appointment of candidates to Institution Chief Executive Officer positions. Develops and monitors nursing performance expectations, performs competency assessments, mentors and coaches nursing personnel throughout the Region. Assists in evaluation of the performance of Institution Chiefs of Nursing Services and other institutional nursing staff; effectively recommends corrective and adverse action to Institution Chiefs of Nursing Services, Institution Chief Executive Officers, and the Regional Administrator. Assesses nursing professional training and orientation needs and participates in the development of orientation and education programs to promote staff development policies.</p>
40%	<p>Develops 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 and monitors 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. Initiates recommendations and participates in quality innovations for improvements of nursing services. Ensures institutions within the Region have implemented an effective system that certifies competence to perform nursing duties, including the performance of physical assessment and out-patient, urgent/emergency protocols. Performs on-site reviews of clinical operations, care management, performance management, quality of care, and patient care services at institutions within the Region.</p>
20%	<p>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.</p>

DUTY STATEMENT

RPA/647- -

% 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>		
	<p>Maintains an effective system for identifying and minimizing under or over-utilization of on-site and off-site services to ensure quality health care and mitigate the inappropriate use of State resources. 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 Region's nursing budget. Other duties deemed necessary to operate the Health Care Services Division.</p> <p>KNOWLEDGE AND ABILITIES Required core competencies include:</p> <ul style="list-style-type: none"> • Professional/technical expertise • Customer focus • Teamwork • Valuing diversity • Managing performance • Leadership • Planning and organizing • Organizational savvy • Process improvement • Developing others • Managing change • Strategic view <p>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.</p> <p>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.</p> <p>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.</p>		
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>			
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 60%;"></td> <td style="width: 40%; text-align: center;">DATE</td> </tr> </table>		DATE
	DATE		
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>			
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 <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 60%;"></td> <td style="width: 40%; text-align: center;">DATE</td> </tr> </table>		DATE
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