

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY DS #3****DUTY STATEMENT**

RPA/647#-

EFFECTIVE DATE:

<b>CDCR INSTITUTION OR DEPARTMENT</b> CA Prison Health Care Services		<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 915-213-9319-201	
<b>UNIT NAME AND CITY LOCATED</b> Health Care Services, Kern Valley State Prison, Delano		<b>CLASS TITLE</b> Supervising Registered Nurse III (SRNIII)	
<b>WORKING DAYS AND WORKING HOURS</b> a.m. to p.m. (Approximate only for FLSA exempt classifications)		<b>SPECIFIC LOCATION ASSIGNED TO</b>	
<b>PROPOSED INCUMBENT (If known)</b>		<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b>	
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 Health Care Manager and/or the Regional Director of Nurses, the Supervising Registered Nurse III, CF (SRN-III) plans, assigns, supervises, and evaluates the work of the nursing services staff, participates in recruitment and hiring of personnel, collaborates with physicians and other health care providers, serves on various committees.			
<b>% of time performing duties</b>	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>		
	<b>ESSENTIAL FUNCTIONS</b>		
35%	Plans, assigns, supervises and evaluates the work of an organized nursing service composed of Registered Nurses and Medical Technical Assistants; assures that duties are assigned within the scope of each nurse's license and that each license is current; ensures sufficient qualified nursing staff to provide adequate patient care; completes performance evaluations and takes or recommends appropriate corrective action; supports and encourages the nursing staff in their career development.		
30%	Reviews records and reports prepared by nursing staff. Reviews, revises, develops, and implements nursing policies and procedures with assistance of nursing and Medical Department committees; directs the Nursing Quality Improvement Program with audits and reviews.		
15%	Coordinates the nursing services with other departments; collaborates with physicians and other health care providers; assess training needs; plans and provides in-service for staff; confers with the Correctional Health Services Administrator I to coordinate the nursing services and goals with the Department of Corrections policies. Directs, supervises and monitors compliance with licensing and overseeing entities and mental health care issues.		

# 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>	
<b>ESSENTIAL FUNCTIONS, CONTINUED</b>		
10%	Serves on health care and institutional committees; participates in the development of the Health Services budget; attends medical staff and institutional meetings; maintains records of current nursing licenses and other training.	
5%	Ensures that nursing staff are trained to provide current infection control, custody procedures to maintain a safe and secure environment for patients and staff, and cleanliness of the nursing service areas; coordinates with the Nurse Instructor and other nursing supervisors to provide in-service training; and conducts fire and emergency disaster drills	
5%	Participates in recruiting, interviewing, and hiring of nursing and other health care providers; assists with orientation of new staff; monitors license renewals, CPR, and required in-service training.	
<p><b>WORK ENVIRONMENT:</b> The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>		
<p><b>MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:</b> Computers, printer, fax machines, photocopier, shredder, telephone, and usual office supplies.</p>		
<p><b>COMMENTS:</b> Information for this document was obtained by reviewing the State Personnel Board specification for this classification and by observing the duties as they are currently performed.</p>		
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<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>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>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE