

KERN VALLEY STATE PRISON
Health Care Services
Supervising Registered Nurse II, Correctional Facility
915-221-9318-001

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.

SUMMARY:

Under the direction of the Supervising Registered Nurse III, the Supervising Registered Nurse II 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING (other duties may be assigned):

- 35% Plans, assigns, supervises and evaluates the work of an organized nursing service composed of Registered Nurses and Licensed Vocational Nurses; 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.
- 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.

WORK ENVIRONMENT: 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.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS: Computers, printer, fax machines, photocopier, shredder, telephone, and usual office supplies.

COMMENTS: 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.

Print Employee's Name

Employee's Signature

Date

Supervisor's Statement: I have discussed the duties of the position with the employee.

Print Supervisor's Name

Supervisor's Signature

Date