

**PLEASANT VALLEY STATE PRISON
CORRECTIONAL TREATMENT CENTER
SUPERVISING REGISTERED NURSE II, CF
DUTY STATEMENT**

DEFINITION:

Under the general direction of Supervising Registered Nurse III, the Supervising Registered Nurse II, CF, provides direct supervision to the yard clinic nurses. This position plans, implements, evaluates and provides for continuity of the patient care; works with other disciplines to integrate nursing services with the total treatment program, teaches classes at the request of IST and other departments, directs, coordinates and evaluates nursing personnel. Serves on various standing and professional committees.

DUTIES:

- 30% Reviews the twenty-four (24) hour nursing report and coordinates follow-up on urgent needs. Establish work schedules, reviews assignments and redirects staff as needed to cover any emergencies or vacancies. Develops and conducts In-service training for nursing and other California Department of Corrections (CDC) staff on elements of the Inmate Medical Services Program (IMSP). Serves on committees within the Medical Department and for various CDC assignments. Conducts monthly Nursing Staff and Safety Training.

- 25% Develops and/or reviews local nursing operating procedures. Conducts investigations of problem areas of complaints, makes report, and takes corrective action as needed. Completes nursing quality improvement audits and reports. Assists staff in special projects or emergencies, where needed, always maintaining a safe and secure environment for inmates and co-workers.

- 25% Ensures appropriate implementation of the IMSP by Nursing Services Staff assigned to the yard clinics, prepare all IMSP Reports; assist QMAT staff during program implementation, reviews or audits, and assume a lead role (along with institution Health Care management staff) with various institutional Quality Management Committees, and attend nursing meetings at various locations as directed by the Health Care Manager.

- 20% Performs medical duties. Performs any procedure, which is usual or customary for a California Registered Nurse. Attends In-Service Training as required and performs other duties as needed.

I am aware and understand that confidentiality of the health record and its contents is a requirement in this classification. In signing this duty statement I certify that I will uphold the Title 22 rules and regulations regarding confidentiality. I have read and received a copy of this Duty Statement.

Employee's Signature

Date

Supervisor's Signature

Date