

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA/647#-

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT Division of Correctional Health Care Services		POSITION NUMBER (Agency - Unit - Class - Serial) - - -	
UNIT NAME AND CITY LOCATED Health Care Services		CLASS TITLE Supervising Registered Nurse II (SRNII)	
WORKING DAYS AND WORKING HOURS a.m. to a.m.		SPECIFIC LOCATION ASSIGNED TO	
PROPOSED INCUMBENT (If known)		CURRENT POSITION	
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 general direction of the Supervising Registered Nurse III (SRNIII), provides direct supervision to yard/building medication nurses. The SRNII's, primary function is to: ensure assigned nursing staff is in compliance with Title 15, IMSP&P, DOM, Health Care Services directives, all lawsuit directives and all other related guidelines. The position oversees, monitors, evaluates and provides guidance to staff who administer medications to inmate/patients; works with other disciplines to ensure continuity of care is maintained with the total treatment program including custody; clinical nursing staff and Treatment and triage nursing staff, and serves on various standing and professional committees			
% 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. (Use additional sheet if necessary)			
60%	The SRNII , CF plans, assigns and directs the work of the nursing staff including registered nurses, and licensed vocational nurses assigned to yard/building medication administration and ensures duties are assigned within the scope of the staff license; ensures application of the nursing process; ensures the qualifications and current licensure of nursing staff on an ongoing basis; ensures sufficient number of qualified nursing staff are on duty to provide adequate patient care; ensures the provision of quality nursing care including audits and quality reviews; assesses training needs and plans and coordinates in-service programs for nursing staff.; collaborates with physicians and other health care providers; responsible for infection control, safety, and cleanliness and adequate and functioning equipment in the nursing services areas.		
20%	Develops and implements nursing service policies and procedures in the area of supervision; participates in the recruitment of nursing staff; coordinates the nursing services with the work of other departments within the institution; conducts hiring interviews, makes hiring selections and evaluates the performance of nursing staff.; prepares performance evaluations and takes or recommends appropriate actions; reviews records and reports prepared by nursing staff for accuracy, timeliness, and completeness.		
10%	Serves on various health care committees and other institutional committees; maintains and prepares other records and reports; inventories and procures medical supplies and equipment; plans and conducts nursing staff committees.		
5%	Is familiar with the institutions emergency operations plan and exercise program, staff accountability plan, fire drill plan, and emergency response protocols, and expected to participate as directed.		
5%	Other duties as assigned.		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE	
		DATE	
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT			
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	
		DATE	