

Name:

**DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
STOCKTON PSYCHIATRIC PROGRAM**

JOB CLASSIFICATION: SUPERVISING REGISTERED NURSE III

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

Under the direction of the Clinical Administrator, the Supervising Registered Nurse III (SRN III) directs, develops, and maintains standards, procedures and policies in order to provide quality nursing services with primary emphasis on the physical and psychiatric care of patients in the Psychiatric Program; identifies and monitors compliance with the standards of nursing practice and competency; and, responsible for the assurance of training of nursing staff in nursing services.

40% The SRN III assures that nursing services shall be organized in such a manner that the specific nursing care offered and the scope of nursing services provided are congruent with the nursing care needs of patients and commensurate with the qualifications of nursing personnel providing that care.

Works collaboratively with Program Directors within the framework of a clinical treatment team setting to assure appropriate delivery of quality nursing services and appropriate practitioner performance.

The SRN III intervenes, advises, and monitors nursing staff with respect to the standards of nursing practice and maintenance of sufficient staff/patient ratios to ensure quality patient care as specified within the Licensing requirements; monitors the nursing process documentation in each patient record from admission through discharge; evaluates the quality of nursing care provided and recommends corrective actions for significant problems which are identified relating to that care; assures that nursing activities are performed by the appropriately trained, prepared, and informed nursing staff member; and provides training and instruction to nursing personnel.

Supervises staff as assigned and reviews performance and completes required performance appraisals based on standards specified in duty statements; and takes any appropriate corrective action. Ensures that the training/educational needs of assigned staff are identified and met.

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- 30% The SRN III ensures the definition, development, direction, implementation and evaluation of nursing services at Stockton Psychiatric Program. Provides consultation with and to the Clinical Administrator, Chief Psychiatrist and Executive Director, and other administrative staff on nursing issues. Reviews/consults with appropriate personnel regarding punitive actions taken which may involve nursing staff Licensing Board actions.
- Serves as the Nursing representative for Program-wide planning, budgeting and evaluation activities related to establishing, continuing and/or terminating programs, projects or services.
- Supports and enforces the Program's mission statement, strategy plans, standards of practice, standards of nursing care, rules and regulations, codes, standards of regulatory agencies and nursing principles, practices and techniques.
- Establishes goals and objectives for nursing care geared toward optimizing the effectiveness of the nursing operations, through which nursing organizational changes are accomplished through planning, reporting, and collaboration.
- 25% Complies with legal mandates which govern Program operations. Ensures the Program meets the system wide expectations and requirements as governed by regulatory agencies, commissions, courts governing treatment and care given to patients.
- 5% With the approval of the Executive Director, represents the Program on community and state nursing advisory boards and committees; and maintains an active professional association with other state and community facilities; and other duties as required.
- 0% **SITE SPECIFIC DUTIES**
N/A
- 0% **TECHNICAL PROFICIENCY**
N/A

2. SUPERVISION RECEIVED -

The SRN III is under the direction of the Clinical Administrator.

3. SUPERVISION EXERCISED -

The SRN III provides direct supervision to the SRN II, and provides clinical supervision to Nursing Supervisors.

4. KNOWLEDGE AND ABILITIES -

KNOWLEDGE OF:

Principles, procedures, and techniques of administering a nursing program; State and Federal laws and regulations pertaining to individual healing arts licensure and facility licensure, facility certification and accreditation; hospital organization, management, and procedures; principles and methods of training nursing staff; concepts and methods of consultation; principles and practices of general nursing with particular reference to treatment programs for physically and/or mentally handicapped personnel; the Department's Equal Employment Opportunity Program objectives; a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

ABILITY TO:

Work independently in identifying the need for, and developing proposed changes in nursing practices and policies particularly those related to physical care; evaluate the effectiveness of established nursing treatment plans; read, interpret, and apply State and Federal regulations; administer the nursing services of a large hospital; analyze complex problems and take appropriate action; communicate effectively; and effectively contribute to the department's Equal Employment Opportunity objectives.

5. REQUIRED COMPETENCIES -

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

N/A

TECHNICAL PROFICIENCY (SITE SPECIFIC)

N/A

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must have:

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- Possession of the legal requirements to practice as a professional registered nurse in California as determined by the California Board of Registered Nursing.

7. **TRAINING** - Training Category = D

The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS**

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public;
- Comply with Program policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the Program and may be required to work overtime and float to other work locations as determined by the operational needs of the program. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date