

**UNIT SUPERVISOR (SAFETY)
Training and Experience Assessment**

Name: _____

MINIMUM QUALIFICATIONS

Each candidate must meet the minimum qualifications as of the date his/her Training and Experience Assessment is received. If not, the candidate's application in the examination process will be rejected and his/her Training and Experience Assessment will not be scored. Please ensure that your State application (STD. Form 678) clearly indicates your education, experience, and licensure information reflective of the minimum qualifications for this examination process as stated below:

Either I

Possession of the legal requirements to practice as a professional Registered Nurse in California, as determined by the California Board of Registered Nursing.

Or II

Possession of a valid license to practice as a Psychiatric Technician *issued by the California Board of Vocational Nurse and Psychiatric Technicians.*

and

Experience: One year of experience performing the duties of a nursing classification *comparable in level of responsibility to a Registered Nurse, Range B, or Senior Psychiatric Technician* classification in the direction of the nursing services for a California developmental center, State hospital, Psychiatric Program, or correctional facility level-of-care unit during a shift.

JOB REQUIREMENTS

The following are job requirements. Please indicate your willingness to comply with each job requirement listed. (Please note, if you are unwilling or unable to comply with any of the following job requirements, you will be eliminated from further consideration in the examination process.)

1. Are you willing to work as part of a supervisory team by following lawful, legal management directives apart from personal opinions? Yes No
2. Are you willing to demonstrate patience in dealing with staff and inmate/patients within a correctional setting in order to maintain a professional therapeutic environment? Yes No
3. Are you willing to demonstrate tolerance in dealing with staff and inmate/patients within a correctional setting in order to maintain a calm positive attitude during volatile situations. Yes No
4. Are you willing to demonstrate tact in dealing with staff and inmate/patients within a correctional setting in order to maintain a professional therapeutic, safe, and secure environment? Yes No
5. Are you willing to demonstrate alertness in dealing with staff and inmate/patients within a correctional setting in order to maintain a safe and secure environment?. Yes No
6. Are you willing to demonstrate a neat personal appearance in adherence to the Department's dress code to maintain professionalism? Yes No
7. Are you willing to demonstrate leadership? Yes No
8. Are you willing to be sympathetic, objective, and understanding of the problems of developmentally or mentally disordered offenders? Yes No
9. Are you willing to exhibit tact, patience, and emotional stability? Yes No

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JOB REQUIREMENTS (CONTINUED)

10. Are you willing to maintain normal hearing and vision required for successful job performance within a correctional setting to maintain a safe and secure working environment for self, staff, and inmate/patients? Yes No
11. Are you willing to maintain possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job? Yes No
12. Are you willing to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to employees? Yes No
13. Are you willing to work weekend shifts (e.g., Saturday and/or Sunday) on an "as needed" basis? Yes No
14. Are you willing to work holiday shifts in emergency situations on an "as needed" basis? Yes No
15. Are you willing to work holiday shifts on a regular, rotating basis? Yes No
16. Are you willing to wear protective clothing and apparatus as required when working in a correctional setting? Yes No
17. Are you willing to work overtime hours if required? Yes No
18. Are you willing to work at developmental centers, State hospitals, Psychiatric Programs, or correctional facilities? Yes No
19. Are you willing to have and maintain a neat personal appearance and hygiene? Yes No
20. Are you willing to respond to changes in the workplace in a positive, professional manner? Yes No
21. Are you willing to accept constructive criticism and respond appropriately? Yes No
22. Are you willing to promote positive, collaborative, professional working relations among co-workers and staff? Yes No
23. Are you willing to interact professionally with people (e.g., contract staff, inmate/patients, and other agency personnel) from a wide range of cultural backgrounds in the course of completing work tasks and assignments? Yes No
24. Are you willing to work in a team environment, including inter-disciplinary teams? Yes No
25. Are you willing to work various schedules (e.g., day shift, swing shift, night shift). Yes No
26. Are you willing to comply with safety and security procedures? Yes No
27. Are you willing to provide medical and psychiatric treatment to inmates? Yes No
28. Are you willing to comply with tuberculosis screening requirements? Yes No
29. Are you willing to possess a current license as a Psychiatric Technician issued by VNPTE or as a Registered Nurse? Yes No

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WORK EXPERIENCE	FREQUENCY				LEVEL OF SKILL				
<p>Instructions: For Items 30 - 58, please indicate:</p> <p>Frequency:</p> <ul style="list-style-type: none"> How often you have performed this task? (Check the appropriate box to indicate if you have performed this task "daily," "weekly," "monthly," or "annually.") <p>Level of Skill:</p> <ul style="list-style-type: none"> What is your level of skill in performing this task? (Check the appropriate box to indicate the highest level at which you have performed this task.) 	Daily	Weekly	Monthly	Annually		At the Trainee Level	As a Fully Trained Worker	As a Trainer	As a Supervisor
30. Directing all routine Licensed Psychiatric Technician (LPT) activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Directing all routine Senior Licensed Psychiatric Technician (SLPT) activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Supervising LPT and/or SLPT activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Inquiring and recommending solutions to complaints from patients/inmates to ensure compliance with all appropriate policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Inquiring and recommending solutions to complaints from unit staff to ensure compliance with all appropriate policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Planning, coordinating, monitoring, directing, and evaluating the work of all staff on a unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Preparing, reviewing, mentoring, and evaluating staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Assisting with ongoing identification, development, revision, and coordination of Department/Program/Unit specific policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Working with unit staff to implement changes (e.g., new policies, procedures, mandates, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Interviewing and recommending hiring of unit personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Participating in the training, development, and supervision of Sr. Psychiatric Technicians and Psychiatric Technicians.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Ensuring timely and accurate preparation of required reports (e.g., performance, medication error reports, letters, memos, etc.) in compliance with departmental mandates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Overseeing the daily functions of staff on a 24-hour basis in order to ensure the safe and secure operations of the unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Participating in the training, development, and supervision of staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Participating in regularly scheduled and other meetings pertaining to client, patient care such as Suicide Prevention and mental health meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Daily	Weekly	Monthly	Annually	At the Trainee Level	As a Fully Trained Worker	As a Trainer	As a Supervisor
<p>Instructions: For Items 45 - 55, please indicate:</p> <p>Frequency:</p> <ul style="list-style-type: none"> How often you have performed this task? (Check the appropriate box to indicate if you have performed this task "daily," "weekly," "monthly," or "annually.") <p>Level of Skill:</p> <ul style="list-style-type: none"> What is your level of skill in performing this task? (Check the appropriate box to indicate the highest level at which you have performed this task.) 								
45. Maintaining current and valid LPT license, BLS certificate, and attending all mandatory training classes for assigned areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
46. Ensuring all staff maintain required LPT license and CPR/BLS certificate, in addition to attending all mandated training for assigned areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
47. Assisting in developing plans/systems and preparing reports per existing departmental policies and procedures to minimize risk of poor patient outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
48. Maintaining a safe, sanitary, therapeutic, and professional environment that promotes respect and dignity and protects privacy, rights, confidentially, and physical/emotional well being of the client/patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
49. Responding to emergencies and administering/providing life saving intervention within the scope of licensure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
50. Supervising staff in maintaining a clean and safe workplace to ensure a therapeutic environment for patients/inmates and staff in compliance with policy and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
51. Supervising staff interaction with inmates/patients to ensure professional mental health principles are applied to create therapeutic relationship boundaries in compliance with policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
52. Supervising staffs' documentation of records (i.e., patient charts, nursing logs, etc.) to ensure the accuracy of documentation meets regulatory requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
53. Completing staff probationary evaluations and yearly reports, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
54. Conducting staff meetings to inform staff of policy changes/updates, address current needs and issues, and maintain open lines of communication, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
55. Addressing substandard behaviors by implementing progressive discipline and adverse action to ensure staff compliance with standards of care and policy and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

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WORK EXPERIENCE	FREQUENCY				LEVEL OF SKILL			
<p>Instructions: For Items 56 - 58, please indicate:</p> <p>Frequency:</p> <ul style="list-style-type: none"> How often you have performed this task? (Check the appropriate box to indicate if you have performed this task "daily," "weekly," "monthly," or "annually.") <p>Level of Skill:</p> <ul style="list-style-type: none"> What is your level of skill in performing this task? (Check the appropriate box to indicate the highest level at which you have performed this task.) 	Daily	Weekly	Monthly	Annually	At the Trainee Level	As a Fully Trained Worker	As a Trainer	As a Supervisor
56. Observing and intervening in instances of disruptive or threatening behavior by patients/inmates/staff and reporting all incidents to proper personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
57. Supervising staff in counting and distribution of all tools (stapler, syringes, etc.) to ensure accountability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
58. Inspecting facility to identify and report to custody any security breaches that could lead to client/patient/inmate escape.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

<p>Instructions: For Items 59 - 65, please indicate your level of training/expertise with each knowledge, skill, or ability listed.</p>	I can use this knowledge, skill, or ability on the job without needing additional training	I have training in this area but have not used this knowledge, skill, or ability on the job	I have limited or no training in this area
59. Advanced knowledge of principles and practices of unit management, i.e., scheduling, staffing, workloads, patient care, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60. Thorough knowledge of techniques utilized in the care and treatment of mentally or developmentally disabled persons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61. Thorough knowledge of psychiatric nursing theory and practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62. Knowledge of health care procedures for mental health patients in adult institutions (i.e., patient care, policies and procedures, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63. Skill to establish effective professional therapeutic relationships with patients/inmates to ensure delivery of quality care in a correctional setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64. Ability to work as a part of a supervisory team by following lawful, legal management directives apart from personal opinions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65. Ability to establish cooperative working relationships between various disciplines to foster harmonious working atmosphere/environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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CONDITIONS OF EMPLOYMENT - CDCR ADULT & YOUTH FACILITY LISTING ONLY

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If, after you are contacted for a job, you are unwilling to accept work you will be charged with a waiver. **After three such waivers and/or you do not reply promptly to the contact, your name will be made inactive. ON OPEN EMPLOYMENT LISTS, once your name is placed inactive, it cannot be reactivated.** Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time (R) Permanent Part-Time (K) Limited-Term Full-Time (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

NOTE: California State Prison has been abbreviated to "CSP." Youth Correctional Facility has been abbreviated to "YCF."

(5) ANYWHERE IN THE STATE - If this box is marked, no further selection is necessary.

7238 **UPPER NORTHERN REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

<input type="checkbox"/> 0802 Pelican Bay State Prison Crescent City, Del Norte County	<input type="checkbox"/> 1802 California Correctional Center Susanville, Lassen County	<input type="checkbox"/> 1805 High Desert State Prison Susanville, Lassen County
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7231 **NORTHERN REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

YOUTH FACILITIES:

<input type="checkbox"/> 0309 Mule Creek State Prison Ione, Amador County	<input type="checkbox"/> 3417 Richard A. McGee Correctional Training Center, Galt, Sacramento County	<input type="checkbox"/> 3902 DeWitt Nelson YCF Stockton, San Joaquin County
<input type="checkbox"/> 3423 CSP, Sacramento Represa, Sacramento County	<input type="checkbox"/> 3901 Deuel Vocational Institution Tracy, San Joaquin County	<input type="checkbox"/> 3908 O.H. Close YCF Stockton, San Joaquin County
<input type="checkbox"/> 4804 California Medical Facility Vacaville, Solano County	<input type="checkbox"/> 4811 CSP, Solano Vacaville, Solano County	<input type="checkbox"/> 3917 N.A. Chaderjian YCF Stockton, San Joaquin County
<input type="checkbox"/> 2102 CSP, San Quentin San Quentin, Marin County	<input type="checkbox"/> 5505 Sierra Conservation Center Jamestown, Tuolumne County	<input type="checkbox"/> 3907 Northern California YCF Stockton, San Joaquin County
<input type="checkbox"/> 3400 Headquarters Sacramento, Sacramento County		<input type="checkbox"/> 0311 Pine Grove Youth Pine Grove, Amador County
<input type="checkbox"/> 3404 Folsom State Prison Represa, Sacramento County		<input type="checkbox"/> 0307 Preston YCF Ione, Amador County

7232 **CENTRAL REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

YOUTH FACILITIES:

<input type="checkbox"/> 1015 Pleasant Valley State Prison Coalinga, Fresno County	<input type="checkbox"/> 2003 Central California Women's Facility Chowchilla, Madera County	<input type="checkbox"/> 4003 El Paso de Robles YCF Paso Robles, San Luis Obispo County
<input type="checkbox"/> 1513 Wasco State Prison Reception Center, Wasco, Kern County	<input type="checkbox"/> 2004 Valley State Prison for Women Chowchilla, Madera County	
<input type="checkbox"/> 1514 North Kern State Prison Delano, Kern County	<input type="checkbox"/> 2701 Correctional Training Facility Soledad, Monterey County	
<input type="checkbox"/> 1522 Kern Valley State Prison Delano, Kern County	<input type="checkbox"/> 2708 Salinas Valley State Prison Soledad, Monterey County	
<input type="checkbox"/> 1605 Avenal State Prison Avenal, Kings County	<input type="checkbox"/> 4005 California Men's Colony San Luis Obispo, San Luis Obispo County	
<input type="checkbox"/> 1606 CSP, Corcoran Corcoran, Kings County	<input type="checkbox"/> 1608 California Substance Abuse Treatment Facility, Corcoran, Kings County	

7233 **SOUTHERN REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

YOUTH FACILITIES:

<input type="checkbox"/> 1307 Calipatria State Prison Calipatria, Imperial County (North)	<input type="checkbox"/> 3313 Chuckawalla Valley State Prison Blythe, Riverside County	<input type="checkbox"/> 3628 Heman G. Stark YCF Chino, San Bernardino County
<input type="checkbox"/> 1308 Centinela State Prison Imperial, Imperial County (South)	<input type="checkbox"/> 3329 Ironwood State Prison Blythe, Riverside County	<input type="checkbox"/> 1967 Southern Youth Correctional Reception Center & Clinic Norwalk, Los Angeles County
<input type="checkbox"/> 1503 California Correctional Institution Tehachapi, Kern County	<input type="checkbox"/> 3612 California Institution for Men Chino, San Bernardino County	<input type="checkbox"/> 5610 Ventura YCF Camarillo, Ventura County
<input type="checkbox"/> 1995 CSP, Los Angeles Lancaster, Los Angeles County	<input type="checkbox"/> 3613 California Institution for Women Corona, San Bernardino County	
<input type="checkbox"/> 3310 California Rehabilitation Center Norco, Riverside County	<input type="checkbox"/> 3715 R. J. Donovan Correctional Facility at Rock Mountain San Diego, San Diego County	

Please notify CDCR promptly of any address changes or availability for employment at the following address:
California Prison Health Care Services, Selection Services, P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038

**UNIT SUPERVISOR (SAFETY)
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RECRUITMENT QUESTIONNAIRE

These questions are not part of the examination. The information is used to assist in future recruitment efforts only.

1. HOW DID YOU HEAR ABOUT THE UNIT SUPERVISOR (SAFETY) EXAMINATION?

<input type="checkbox"/> College Recruitment
<input type="checkbox"/> CDCR Employee/Relative
<input type="checkbox"/> CDCR Website
<input type="checkbox"/> Job Fair/Career Event (California)
<input type="checkbox"/> Job Fair/Career Event (Out-side California)
<input type="checkbox"/> Advertisement in Magazine/Journal
<input type="checkbox"/> Mailer
<input type="checkbox"/> Newspaper
<input type="checkbox"/> Internet Search (Career Builder, Google, AOL, etc.)
<input type="checkbox"/> State Personnel Board (SPB)

2. WHAT WAS YOUR REASON FOR SELECTING CPHCS AS YOUR PLACE OF EMPLOYMENT?

<input type="checkbox"/> Competitive Salary
<input type="checkbox"/> Benefits
<input type="checkbox"/> Retirement
<input type="checkbox"/> Career Challenge
<input type="checkbox"/> Gain Experience in a Correctional Setting
<input type="checkbox"/> Flexible Shifts
<input type="checkbox"/> Opportunity
<input type="checkbox"/> All of the above

3. How likely are you to recommend our Department to others?

Not Likely 1 2 3 4 5 **Highly Likely**