



NURSING CONSULTANT, PROGRAM REVIEW

OPEN – CONTINUOUS FILING



CONTACT
INFORMATION
ON THE WEB

www.cphcs.ca.gov

www.ChangingPrisonHealthCare.org

We are an Equal Employment
Opportunity employer to all
regardless of race, color, creed,
national origin, ancestry, sex, marital
status, disability, religious or political
affiliation, age, or sexual orientation.

Position Information

Positions currently exist statewide with the California Correctional Health Care Services.

The Nursing Consultant, Program Review, under general direction, reviews nursing programs in the correctional facilities; makes reports and recommendations on the status of nursing services; evaluates and recommends nursing care standards; consults with appropriate administrators, supervisors, and staff regarding nursing practices, procedures, and standards; reviews unit/ward management, the nursing care of clients/patients, and nursing techniques and procedures; reviews organization, staffing, training, and assignment of personnel in nursing services; reviews operations in light of departmental standards and policies; evaluates the current status of nursing programs and prepares reports on findings; recommends improvements and revisions in nursing standards, policies, or procedures and suggests methods of implementation; recommends use of specialized consultation as needed; prepares various reports and correspondence; and does other related duties.

Salary and Benefit Information

Currently, as of July 1, 2013: \$9,022 - \$11,295 per month

This salary range applies to incumbents appointed to all Adult institutions, Juvenile Facilities and Correctional Health Care Services.

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

Who Can Apply

All applicants who meet the education and/or experience requirements as stated below may apply.

Minimum Qualifications

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I," or "II," or "III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.



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Minimum Qualifications (Continued)

Possession of a valid license to practice as a registered nurse in California. (Applicants who do not possess such a license will be admitted to the examination, but they must secure such a license before they will be considered eligible for appointment.) **Applicants possessing the required license at the time of application must show number, title, and expiration date on their examination application.**

and

Experience: Three years of progressively responsible experience in nursing/psychiatric nursing which must have included, in addition to direct care of developmentally disabled clients and/or psychiatric patients, and/or inmates or youthful offenders:

and

Either I

Experience: Two years of administrative experience at a level of responsibility comparable to an assistant coordinator of nursing services in a large facility for the developmentally disabled and/or hospital for the mentally disabled or acute/subacute care correctional facility; or a Supervising Registered Nurse in a large correctional facility. **and**

Experience: One year of experience as a nursing consultant, or as a director of nursing education/psychiatric nursing in an accredited State mental hospital/developmental center or acute care correctional facility or nurse training program with responsibility for instruction of students at several levels of nursing practice.

Or II

Experience: Three years of experience as a nursing consultant. **and**

Education: Graduation from an accredited school of nursing, possession of a baccalaureate or higher degree in nursing from a school of nursing accredited by the National League for Nursing (NLN) or the Commission on Collegiate Nursing Education (CCNE) or their equivalent for foreign graduates. (For applicants who received a baccalaureate degree in a health-related field prior to 1990, the California State Public Health Nurse Certificate may be substituted for the baccalaureate in nursing (BSN); thereafter, the baccalaureate or higher degree must be in nursing from a school of nursing accredited by the NLN, the CCNE, or their equivalent for foreign graduates) and possession of a master's degree, preferably in nursing administration. (One year of additional experience in an administrative or consultative capacity may be substituted for the master's degree.)



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Minimum Qualifications (Continued)

Special Personal Characteristics: Demonstrated leadership ability; sympathetic and objective understanding of the problems of the mentally/developmentally disabled and/or empathetic understanding of patients of a State correctional facility; willingness to work in a developmental center, mental hospital, and/or a State correctional facility; willingness to travel; tact; alertness; keenness of observation; patience, and emotional stability.

Examination Information

This examination will consist of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**TRAINING AND EXPERIENCE ASSESSMENT
WEIGHTED 100%**

Knowledge of:

1. Theory and practice of psychiatric/developmental disabilities and general nursing.
2. Developmental center, State mental hospital, and/or State correctional facility organization.
3. Management and procedure, particularly in relation to nursing services.
4. Current developments in the field of general/psychiatric/developmental disabilities nursing.
5. Personnel management.
6. Principles, methods and objectives of training nursing personnel.
7. Accepted practices of other health professions.
8. Current trends in mental health/developmental disabilities.
9. Research methods and techniques.
10. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment free of discrimination and harassment.

Ability to:

1. Evaluate the effectiveness of a broad nursing/psychiatric nursing education program.
2. Evaluate complex and varied administrative problems and take appropriate action.
3. Work effectively with a variety of administrators and others responsible for line operations.
4. Interpret mental health/developmental disability programs to individuals and groups.
5. Communicate effectively.



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Examination Information (Continued)

Ability to:

6. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

How to Apply and Test

Submit an Examination Application (Std. Form 678) and Training and Experience Assessment for this examination.

By mail:

California Correctional Health
Care Services
Selection Services Section, D1
P.O. Box 588500
Elk Grove, CA 95758

In person:

California Correctional Health
Care Services
Selection Services Section
8280 Longleaf Drive, Suite 101, Drop Box
Elk Grove, CA 95758

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.

The Training and Experience Assessment for the Nursing Consultant, Program Review can be downloaded from CalHR's website at www.jobs.ca.gov, CCHCS' website at www.cphcs.ca.gov or CDCR's website at www.cdcr.ca.gov or copies can be obtained by calling (916) 691-5894.

Only applications with an original signature will be accepted.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Selection Services Section at (916) 691-5894 to make specific arrangements.

Eligible List Information

The resulting eligible list will be established to fill vacancies within the California Correctional Health Care Services. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

Veterans Points and Career Credits

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.



General Information

Applications are available at the State’s career website at www.jobs.ca.gov, local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

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If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

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Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call
(916) 691-5894 or 1-877-793-4473

California Relay Service for the Deaf or Hearing Impaired:
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.