

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

DUTY STATEMENT

RPA/647#-

EFFECTIVE DATE:

<p>CDCR INSTITUTION OR DEPARTMENT CSP-Solano</p>	<p>POSITION NUMBER (Agency - Unit - Class - Serial)</p>
<p>UNIT NAME AND CITY LOCATED Health Care Services, Vacaville</p>	<p>CLASS TITLE Correctional Health Services Administrator II (CF)</p>
<p>WORKING DAYS AND WORKING HOURS Monday thru Friday, regular business hours (flexible), plus additional hours as required or directed</p>	<p>SPECIFIC LOCATION ASSIGNED TO CSP-Solano</p>
<p>PROPOSED INCUMBENT (if known)</p>	<p>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</p>

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 direction of the Chief Support Executive (CSE), the Correctional Health Services Administrator II (CHSA II) is responsible to organize, provide, implement and maintain medically necessary allied health and ancillary care services consistently with regard to the CDCR Inmate Medical Services Policies and Procedures. The CHSA II is part of the administrative team and will manage the clinical & support functions and administrative processes for the Correctional Treatment Center (CTC), to include coordination and assurance of compliance with all state and federal guidelines and CCR Title 22 and 24 regulations. The CHSA II exercises administrative responsibility for the CTC; ensures implementation of overall policy at the facility; supervises and independently performs administrative duties for the facility. The CHSA II plans, organizes, and directs clinical and health services to include radiology, laboratory, physical therapy, environmental, medical records, and food & nutrition (dietary). Responsible for the quality management and assurance of all programs and services under his/her authority, and related general administrative activities to include personnel and fiscal management. Works in conjunction with medical, custodial, nursing, and mental health managers and administrators to formulate overall policy for health care operations at the facility. Responsible to the Governing Body for the continued and successful licensure of the facility; to include compliance with all applicable state & federal laws and regulations. Responsible for coordination and assurance of successful ongoing accreditation of health care services at SOL by the American Correctional Association. Works in conjunction with other health care managers to review and respond to health care appeals and coordinate related inmate grievance matters, and otherwise mitigate the Department's vicarious liability from litigation through proactive management and coordination with various stakeholders. Facilitates special projects as assigned; liaison's with outside stakeholders, including contract and specialty providers and agencies to ensure adequate provision of onsite and offsite health care services.

Ensures fiscal and contract compliance for all areas assigned; provides administrative assistance to the CSE in managing the overall administration and support services of the facility; reviews, evaluates, and develops policies and procedures which will provide effective and expeditious delivery of health care, administrative, and health care support related services to promote optimum achievement of Departmental goals and objectives; consults with medical treatment specialists on long-range and short-range program alternatives in order to improve efficiency and anticipate program support needs while taking into consideration security needs; assists the CSE in preparing the overall health care budget managing health care contracts; evaluates the budgetary needs of assigned health programs and related services in developing plans to meet long-range needs; promotes favorable public relations; assures efficient management; participates in the recruiting, selecting, hiring, and training of health care, administrative, and other health services support staff and evaluates their performance; responsible for the licensing and administrative activities of the CTC; conducts studies, gathers data, and prepares reports; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others on the property; maintains security of working areas and working materials; inspects premises and searches inmates for contraband, such as weapons or illegal drugs.

% 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. <i>(Use additional sheet if necessary)</i>
	<p>ESSENTIAL FUNCTIONS</p> <p>35% Plan, organize and oversee the administration of health care services within the CTC to promote effective and expeditious delivery of health care. Formulate and implement local operating procedures for health care operation in compliance with Federal and State regulations, as well as internal, CCR Title 22 and 24 Licensing, and ACA accreditation standards. Implement new health care services programs. Conduct audits, asses and analyze health care programs. Develop training programs based on needs identified from surveys, audits or litigation requirements.</p> <p>25% Oversee budget for assigned areas, evaluate budgetary needs, review monthly expenditure reports; evaluate budgetary needs for the service area; implement expenditure controls for assigned areas and programs, and prepare budget change proposals as requested. Attend meetings, discussion, and forums on issues impacting health care services. Organize and direct committees and other meetings as assigned. Utilizes Equally Effective Communication in accordance to the Americans with Disability Act (ADA) and the <i>Armstrong</i> Remedial Plan to ensure communication with individuals with disabilities is equally effective as with others.</p> <p>25% Supervise staff, perform administrative duties for the facility, and participate in the recruiting, selecting, hiring, orientation, training and evaluation of health services support staff. Monitors and regulates rules, regulations, and objectives; and supervise and independently perform administrative duties for the facility.</p> <p>10% Acts as a liaison with institutions within the service area, Regional Administrators, Health Care Placement Unit, related staff in the ongoing service area operational issues of: inmate patient transfers; utilization of health care beds; and utilization of specialty staff resources.</p> <p>5% Maintain a safe and secure environment, by ensuring all safety and Universal Precautions. Report any unsafe equipment or situations, and have knowledge of emergency and fire procedures.</p>

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KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of organization, supervision and management; problems involved in administrative health services support programs of a hospital; program development and evaluation techniques; objectives of the treatment programs of a hospital; the Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Plan, organize, direct, and evaluate health services support and programs to meet treatment needs of the hospital, psychiatric, and dental program in a correctional facility; establish and maintain effective working relationships with medical and psychiatric professional staff and with others; collect and analyze data and make administrative studies and prepare clear, concise and comprehensive reports; analyze situations accurately and take effective action; supervise, train and motivate staff to achieve maximum effectiveness; communicate effectively; and effectively contribute to the Department's affirmative action objectives.

DESIRABLE QUALIFICATIONS

Special Personal Characteristics: Demonstrated leadership ability and objective understanding of the problems of the California Department of Corrections; empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; alertness; keenness of observation; tact, patience, and emotional stability; willingness to accept and effectively carry out administrative responsibility.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well being or that of their fellow employees or that of inmates.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

GENERAL POST ORDER ADDENDUM.

General requirements: Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to COCR policies, procedures, and physical plant to facilitate effective access to COCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- measures to ensure effective communication (see below);
- housing accommodations such as wheelchair accessible cells, medical beds for inmates/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
- work rules that allow the inmate/patient to have a job consistent with his/her disabilities. Medical staff shall provide appropriate evaluations of the extent and nature of inmates' disabilities to determine the reasonableness of requested accommodations and modifications.

Equally Effective Communication: The Americans with Disabilities Act (AOA) and the *Armstrong* Remedial Plan require COCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify inmates/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with inmates/patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the inmates/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document Whether the inmates/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided if an inmate/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

DECS: The Disability Effective Communication System (DECS) contains information about inmates/patients with disabilities. Every institution has OECS access and staff must review the information it contains in making housing determinations and providing effective communication.

Housing restrictions: All inmates/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that inmates/patients are housed appropriately.

Prescribed Health Care Appliances (including dental appliances): Staff (health or security) shall not deny or deprive prescribed health care appliances to any inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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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
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