

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

DUTY STATEMENT		RPA	EFFECTIVE DATE:
CDCR INSTITUTION OR DEPARTMENT California Health Care Facility (CHCF)		POSITION NUMBER (Agency – Unit – Class – Serial) 140-213-8257-	
UNIT NAME AND CITY LOCATED CHCF Nursing Services - Stockton, CA		CLASS TITLE LICENSED VOCATIONAL NURSE, CORRECTIONAL FACILITY(LVN C.F)	
WORKING DAYS AND WORKING HOURS		SPECIFIC LOCATION ASSIGNED TO	
PROPOSED INCUMBENT (if known)		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.</p>			
<p>Under the clinical direction of the Registered Nurse (RN) or physician and administrative supervision of the Supervising Registered Nurse (SRN) II, the Licensed Vocational Nurse (LVN) will provide direct and indirect patient care to medically ill, or infirm inmate-patient and inmate-patients with mental, emotional, or developmental disabilities; contribute to the provision of quality nursing care through participation in the treatment team, medication management, emergency response, patient education and treatments. The LVN will provide nursing care within the scope of practice as outlined by the California Board of Vocational Nursing and Psychiatric Technicians and in compliance with Titles 15 and 22, the Department Operations Manual, Health Care Services policies and procedures, all lawsuit directives, and all other related guidelines to ensure quality and continuity of care is delivered. This position may be assigned to the licensed and non licensed patient care areas in the facility. The LVN is also responsible to maintain order and supervise the conduct of inmate-patients, protect and maintain the safety of persons and property, and to do other related work. Nursing staff will have access to keys to the inmate-patient rooms. The LVN is also required to attend and successfully complete required trainings as directed and maintain current required licensure and certifications.</p>			
% 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 addition sheet if necessary)</i>		
ESSENTIAL FUNCTIONS			
30%	Perform nursing procedures as regulated by licensure and certification such as: administration of prescribed medications; performing treatment and procedures including passage of nasogastric tubes, administration of enteral feedings, monitoring of blood glucose, urinary catheterization and administration of enemas. Provide basic hygiene and nursing care, including treatments and disease prevention; obtain specimens for diagnostic testing.		
30%	Collect and document in the interdisciplinary notes data such as vital signs, inmate-patient behavior, inmate-patient response to medications, nursing care, and treatment interventions. Document significant changes in inmate-patient behavior and health status in the interdisciplinary notes and report those changes to the RN or physician. Document all nursing activities in the unit health record, including subjective and objective data, treatment interventions and inmate-patient teaching.		
10%	Provide clinical direction to Certified Nursing Assistant (CNA) and other health care staff in the unit to ensure quality patient care. Monitor work areas for safety and cleanliness.		
10%	Assist physician with medical and/or minor procedures and medical appointments; conduct visual and auditory acuity measurements, administer EKGs, monitor BP logs, and wound dressings.		

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10%	Participate as part of the treatment team with other disciplines by contributing to the overall treatment program for the inmate-patient. Participate in the inmate-patient activities including unit routines and specific group activities, as outline in nursing care plans. Use therapeutic nursing interventions and modalities to assist inmate-patient in regaining and improving their physical adaptive skills and decreasing maladaptive behavior. Motivate and assist inmate-patients to develop self-reliance in activities of daily living.
10%	Administer first aid in emergencies; maintain and prepare other records and reports. Assist in training and orientation of new or current nursing staff in the unit. Attend meetings and training required by the department. Maintain order and supervise the conduct of inmate-patients; prevent escapes and injury by these persons to themselves, others or to property; maintain security of working areas and work materials; inspect premises and search inmates-patients for contraband, such as weapons or illegal drugs. Assist in quality management improvement and audits as directed by nursing supervisor. Other duties as required to fulfill the operational need of the facility.

	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 addition sheet if necessary)</i>
	<p>The following is a definition of on-the-job time spent in physical activities:</p> <p>Constantly: Involves 2/3 or more of a workday Frequently: Involves 1/3 to 2/3 of a workday Occasionally: Involves 1/3 or less of a workday N/A: Activity or condition is not applicable</p> <p><u>Standing:</u> Frequently – stands for periods of time to file, at the copy machine, and other office machines. <u>Walking:</u> Frequently – has to walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes. <u>Sitting:</u> Constantly – at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking. <u>Lifting:</u> Lift and carry, frequently, light (20 pound maximum) to medium (50 pound maximum) loads. <u>Carrying:</u> Frequently – this activity can be considered to require the same physical demands as lifting. <u>Stooping/Bending/Kneeling/Crouching:</u> Frequently – stretches, stoops/bends, kneels, and crouches to pull/file documents from the lower shelves in filing cabinets. <u>Reaching in Front of Body:</u> Frequently – will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes. <u>Reaching Overhead:</u> Occasionally – reaches overhead to retrieve objects from the top shelf of the file cabinet. <u>Climbing:</u> Frequently – climbs when using the step stool to reach objects. Climbs steps throughout the institution during performance of regular work responsibilities. <u>Balancing:</u> Occasionally – balances when using the step stool, stairs or lifts. <u>Pushing/Pulling:</u> Frequently – has to push/pull to open file drawers, desk drawers, carts and racks. <u>Fine Finger Dexterity:</u> Constantly – will use fine-finger dexterity to write information onto documents and to type information into the computer, manipulate equipment such as a fax machine or telephone. <u>Hand/Wrist Movement:</u> Constantly – uses hands and wrists in the handling of documents and files, typing, data entry and writing. <u>Crawling:</u> N/A <u>Driving:</u> Occasionally <u>Sight/Hearing/Speech/Writing Ability:</u> Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The RN will frequently use hearing, speech and written language to interface with staff, visitors, patients and community.</p> <p>WORK ENVIRONMENT: The work environment characteristics described here are representative of those an</p>

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employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The RN utilizes a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter, and the usual office supplies.

KNOWLEDGE AND ABILITIES*Knowledge of:*

Professional nursing principles and techniques; disease process and treatment modalities; appropriate administration of medications; principles and procedures of infection control; and principles of effective verbal, written and group communications.

Ability to:

Apply nursing principles and techniques; assess evaluate and record symptoms and behavior; plan, organize, and direct the work of others; and analyze situations accurately and adopt an effective course of action; perform activities of a routine and organized nature; to perform activities with a schedule, maintain regular attendance, and to be punctual; to perform effectively in emergency, critical or dangerous situations, or in situations in which working with speed and sustained attention are critical; to perform work tasks with aggressive or combative inmates and to handle verbal abuse from inmates; to retain awareness of potential hazards and observe appropriate precautions; to make potentially life or death decisions rapidly and correctly; and to maintain effective working relationships with health professionals and others.
Demonstrate competent and safe utilization of unit emergency care equipment and techniques

DESIRABLE QUALIFICATIONS

Ability to multi-task and meet multiple deadlines in a timely manner. Ability to work independently in a team setting and perform at a consistent pace. Strong communication and customer service skills. Ability to work with staff at all levels in the organization. Adequate computer knowledge and skills to enter data and correspond to other people. Ability to organize/prioritize workload to meet demands. Energetic, creative, flexible, positive, self-motivated, conscientious. Must be dependable, reliable, punctual and have excellent attendance.

Special Requirement: Have and maintain sufficient 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, inmate-patients, or the public.

Special Personal Characteristics: Emotional stability, patience, tact, alertness and keenness of observation. Empathetic understanding of patients in a correctional facility; willingness to work in a correctional facility and comply with the safety and security procedures; and willingness to interact with staff and inmates from a wide range of cultural backgrounds in a professional manner.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform daily tasks without compromising their health and well being. Involves frequent walking and/or standing. Ability to utilize proper body mechanics in the performance of their duties to prevent injury. Ability to bend, stoop, climb stairs, push, pull, twist and briskly walk (minimum of 50 yards) to provide direct inmate patient care. Ability to utilize medical and/or custodial personal protective equipment for the safety of oneself and others.

CERTIFICATES, LICENSES AND REGISTRATIONS

Possession of a current license as a Vocational Nurse in California. Basic Life Support (BLS) certification.

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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

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