

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

		RPA #	EFFECTIVE DATE:
CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 068-213-9275-XXX	
UNIT NAME AND CITY LOCATED Health Care Services – Nursing Susanville		CLASS TITLE Registered Nurse, CF	
WORKING DAYS AND WORKING HOURS		SPECIFIC LOCATION ASSIGNED TO California Correctional Center	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency – Unit – Class – Serial) 068-213-9275-XXX	
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 supervision of the Supervising Registered Nurse II, CF and the direction of the Supervising Registered Nurse III, CF, the Registered Nurse, CF (RN) is responsible for providing basic nursing care to inmates in the yard clinics. This includes assessments, triage, scheduling, patient education, and emergency response coverage for the yards. Performs other related duties as required. Will attend required Basic Life Support (BLS) training.			
% 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>		
	DUTIES		
60%	Processes and sorts all sick call appointment requests within established time frames. Reviews all request for emergency/urgent/routine medical care and ducats or schedules as indicated. Performs a face to face nursing assessment and triage for inmate's requiring/requesting health care services. Provides health care within the approved parameters of the RN Standardized Protocols and Institutional policy.		
20%	Conducts patient education relating to disease process, transmission, prevention, hygiene, and communicable disease. Documents patient education in UHR and provides patient written literature when available. Participates in various institutional quality management committees, as needed.		
20%	Records information for all patients (particularly chronic care patients) in order to monitor the inmates' disease status (improving, staying the same, or worsening) and the degree of disease control (good, fair, or poor control). Performs other related duties as required.		
	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; analyze situations accurately and take effective action; maintain effective working relationships with health professionals and others.		

DESIRABLE QUALIFICATIONS

Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position 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 or youthful offenders.

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

ESSENTIAL FUNCTIONS

Under general direction of the Supervising Registered Nurse II, the Registered Nurse (RN) provides direct and indirect nursing care to inmate patients. The RN must be able to work in conditions that require all of the following essential functions. While some functions may be performed infrequently or occasionally, the need to perform them may arise at any time with no prior notice, and the failure to perform may result in injury or death to patient inmates or prison staff. Therefore the RN must *a/ways* be ready, willing and able to perform *all* the essential functions:

Administrative Functions:

- Work full-time, 40 hour work week, during any work shift at any time, to change work shift hours, to respond to call on short notice, and to work weekends and holidays as the needs of the institution dictate;
- Work voluntary and mandatory overtime holdover shifts in various post assignments as required to meet the needs of the institution in order to ensure patient care needs are met;
- Communicate effectively, in speech and in writing, in person and by telephone, to disseminate information, respond to inquiries, provide direction and training, compose correspondence, create and update desk procedures, document appropriate information, including but not limited to including accurate medical orders, in medical records, and relay other to facilitate treatment of inmate-patients;
- Be supervised by assigned supervisor or manager;
- Work in both minimum and maximum security institutions as well as male and female and adult and youth correctional facilities including, but not limited to, inside housing units / inmate cells;
- Perform all duties within the scope of licensed nursing practice;
- Observe and report the conduct of inmates to prevent self-injurious behavior by inmates;
- Inspect, observe, lock and secure clinical areas and medical materials;
- Observe and report contraband, such as weapons or illegal drugs;
- Wear personal protective equipment, clothing, and breathing apparatus to prevent injuries and exposures to blood-air borne pathogens;
- Maintain appropriate certifications and licensure.

Physical Functions:

- Have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations without compromising health and well-being of self or others;
- Remain sufficiently alert and focused to effectively evaluate and respond to dangerous or emergency situations, including sensory perception (see, hear, smell and touch) sufficient to detect clinically relevant signs and to perceive and respond to alarms, warnings, or dangerous conditions;
- Move about the institution, occasionally to continuously, covering long distances indoors or outdoors in various weather conditions;
- Access all floors of facilities with multiple levels separated by flights of stairs;
- Remain stationary, occasionally to continuously, while keeping records, writing reports, observing designated areas, and performing other nursing tasks;
- Stoop, bend, reach, twist and stretch, occasionally to continuously, sufficiently to inspect, observe, manipulate, move and record objects 360 degrees horizontally or more, from floor through overhead levels;
- Lift and carry, frequently, light (20 pound maximum) to medium (50 pound maximum) loads

- Lift and carry, occasionally to frequently, very heavy (over 100 pounds) loads, for example when preventing patient from falling;
- Pushing and pulling occasionally to frequently;
- Perform regular duties on a wide range of working surfaces, which may be uneven or rough, or become slippery due to weather or spillage of liquids;

Nursing Functions

- Interview patients, take medical histories, perform nursing physical assessments, make Nursing diagnoses, and provide appropriate treatments;
- Record inmate patients' medical information and vital signs;
- Judgment, stamina, skill, strength, coordination, dexterity, understanding, and communicative and motor ability sufficient to
 - Refer inmate patient to physicians for consultation as appropriate;
 - Understand and carry out medical orders;
 - Administer medication, therapeutic agents, treatments, disease prevention, and restorative measures and assess and record symptoms;
 - Dress wounds, provide treatments, give injections, etc;
 - Assist physicians with medical and/or minor surgical procedures;
 - Order, interpret, and evaluate diagnostic tests within scope of Nursing licensure to identify and assess inmate patient's condition;
 - Obtain specimens for diagnostic testing;
 - Assist in performing diagnostic test and analyze/report results;
 - Monitors all aspects of Inmate patient care, including diet and physical activity;
 - Modify/update inmate patient treatment plans as indicated by inmate patient's responses and conditions/change in condition;
 - Perform nursing assessment and ongoing monitoring of the inmate patients' physical and psychosocial status;
 - Develop and implement nursing plans;
 - Evaluates effectiveness of nursing care and treatment regimen;
 - Collaborates with all health care providers;
 - Provides clinical supervision of other nursing staff to ensure quality patient care;
 - Document and maintain accurate detailed reports and care of nursing care in the medical record;
 - Provides inmate patient teaching and/or discharge planning for continuity of care;
 - Instructs departmental and other staff on health issues;
 - Administer CPR, first aid, and other functions within the scope of licensed practice;

GENERAL POST ORDER ADDENDUM.

General requirements: Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to CDCR policies, procedures, and physical plant to facilitate effective access to CDCR 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 inmates/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 Communications: The Americans with Disabilities Act (ADA) and the *Armstrong* Remedial Plan require CDCR 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 DECS 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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