

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) 042-600-8327-045
UNIT NAME AND CITY LOCATED Nursing Services Branch, Elk Grove		CLASS TITLE Nursing Consultant, Program Review
WORKING DAYS AND WORKING HOURS Monday to Friday		SPECIFIC LOCATION ASSIGNED TO Elk Grove Regional Office
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency – Unit – Class – Serial)
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 Statewide Chief Nurse Executive, the Regional Nursing Consultant, Program Review (NCPR) is responsible for implementing and monitoring the nursing programs in institutions and for providing program consultation regarding nursing practices, procedures, and standards in their specified region. This position will require up to 50% travel.		
% 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		
40%	Responsible for the implementation and monitoring of nursing programs in institutions. Provides overall consultation in all Nursing health care services in assigned institutions. Evaluates the effectiveness of complex and varied administrative nursing care functions and programs. Develops and recommends appropriate clinical health care policies and procedures to ensure effective compliance with all applicable regulatory agencies for each site. Assists in the development and implementation of nursing services activities to meet the needs of the patient population, services provided, educational programs and management support.	
30%	Provides review and guidance in the planning, development, implementation, evaluation, and monitoring of nursing services programs and projects. Assists in the training of nursing personnel and provides assistance to nurse managers with the management of personnel related issues. Develops standards for and monitors, appropriate staffing levels. Analyzes complex operational problems and issues and advises appropriate personnel in methods of correction. Responsible for the implementation, monitoring of compliance and quality improvement plans related to policies and procedures, training and practice standards. Assesses and identifies compliance with all disciplines including the Mental Health Delivery System and the California Code of Regulations, Title 22. Travels to assigned institutions and performs onsite health care program monitoring and assessments.	
15%	Assists in developing 'quality management' programs for areas identified as needing improvement. Provides nursing and program consultation. Provides guidance in developing outcome studies, and establishing on-going institutional self-monitoring. Acts as subject matter expert in the development of policies and procedures and training programs for health care personnel and custody. Participates in the development of training modules and delivers on-site training as needed.	
10%	Other related duties as required.	

KNOWLEDGE AND ABILITIES

Knowledge of: Theory and practice of psychiatric/developmental disabilities and general nursing; developmental center, State mental hospital, and/or State correctional facility organization; management and procedure, particularly in relation to nursing services; current developments in the field of general/psychiatric/developmental disabilities nursing; personnel management; principles, methods and objectives of training nursing personnel; accepted practices of other health professions; current trends in mental health/developmental disabilities; research methods and techniques; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Evaluate the effectiveness of a broad nursing/psychiatric nursing education program; evaluate complex and varied administrative problems and take appropriate action; work effectively with a variety of administrators and others responsible for line operations; interpret mental health/developmental disability programs to individuals and groups; communicate effectively; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

DESIRABLE QUALIFICATIONS

SPECIAL PHYSICAL 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, State mental hospital, and/or a State correctional facility; willingness to travel; tact, alertness, keenness of observation, patience, and emotional stability.

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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