

MSH3002 (Rev. 3/22/17)

Box reserved for Personnel Section

RPA Control No.#		C&P Analyst Approval		Date
Employee Name Anita Lucero		Division Metropolitan State Hospital		
Position No / Agency-Unit-Class-Serial 487-240-8132-002		Unit Central Nursing Services		
Class Title Assistant Coordinator of Nursing Services/ACNS		Location Central Nursing Services		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID S17	WORK WEEK GROUP E	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital’s mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. 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 meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Assistant Coordinator of Nursing Services: Responsibility for directing and coordinating emergency nursing services to patients, employees and visitors of Department of State Hospital – Metropolitan. Adjust staffing when necessary to assure staffing minimums are consistent with Title 22 and Joint Commission standards, take charge when internal disasters or crisis relating to the delivery of nursing services, coordinates communication with outside public and private sources, plans and assist in the training of nursing staff, back up Coordinator of Nursing Services.

% 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; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
50 %	<p><u>Administrative Direction/ Supervision</u></p> <p>Nursing Services Administration</p> <p>Ensures staffing levels on all shifts meet established minimums and the patient acuity level of the units at any given time.</p> <p>Assign floats and/or registry staff as needed to meet standards for quality and appropriateness of nursing care delivery</p> <p>Serves as resource person for staff and interprets policies and procedures as they relate to nursing services provided.</p> <p>Prepares required reports (CNS/HSS Summary) in a professional format and in a timely manner</p> <p>Investigates and reports unusual occurrences and directs corrective actions as needed.</p>

Serves as the central information and coordinating source for the hospital after business hours and on weekends.

Coordinates the transfer of patients and staff to and returning from Community facilities.

Is available and responds to nursing emergencies when necessary. Supervises and provides nursing care in emergencies. In internal disaster assumes direction of nursing response until relieved by the Disaster Commander.

Assists the CNS with the development and review of nursing policies and procedures
Recommends educational needs/training of the Nursing staff to the PNED and /or Program Nursing Coordinator.

Represents the CNS in his/her absence and will provide an extension of the CNS authority by participation in administrative duties as assigned.

Personnel Management and Supervision

40%

Evaluates the performance of the HSS in conjunction with the CNS

Conducts inter-shift reports with HSS staff to identify problem areas, concerns and status of individuals, health and safety issues, follow-up and assists in making recommendations for corrective action.

In conjunction with the CNS, NCs" and Human Resources, recruits, interviews and recommends hiring of nursing staff.

Represents the facility and Program Management in dealing with specific labor issues

MARGINAL FUNCTIONS

5 %

Participate in hospital wide committees

Make program rounds as needed

Serves as resource person and assists in assessing patient and/or family problems as needed

5 %

All other duties and special projects as assigned consistent with this classification.

Other
Information

SUPERVISION RECEIVED

Under the general direction of the Coordinator of Nursing Services/ Nurse Administrator

SUPERVISION EXERCISED

Supervises HSS on an assigned shift. Gives clinical supervision to limited duty staff within the office.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Professional nursing principles, practices and techniques, particularly those related to physical care: policies, rules, regulations and procedures of hospital organization; concepts and methods of consultations; principles and practices used in training nursing services staff; administration of medication and narcotics; labor relations, i.e. contract, grievances and complaint handling; State hospital program policies and procedures.

ABILITY TO: Analyze situations accurately and take prompt, effective action: observe and evaluate the quality of nursing care, make nursing recommendations and develop a plan of care; evaluate staffing needs based on hospital procedures and take action to assure staffing minimums; perform evaluations and audits of services provided; communicate effectively.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Demonstrates knowledge of the Patient Classification System/Acuity
- Demonstrates knowledge of overtime issues and utilization of Registry staff

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Provide supervisory consultation/direction in disciplinary matters
- Computer skills

LICENSE OR CERTIFICATION – Possess the legal requirements to practice as a professional Registered Nurse in California as determined by the California Board of Registered Nurses

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
