

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Nurse Evaluator II

POSITION NUMBER:

800-820-8144-008

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

CCLD/Adult and Senior Care Program

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Field Support Program/Program Clinical Consulting Unit South

SUPERVISOR'S NAME:

Lori Kopplinger

SUPERVISOR'S CLASS:

Nurse Evaluator III (NE III)

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☒ Designated under Conflict of Interest Code.
- ☒ Duties require participation in the DMV Pull Notice Program
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED (Check one):**

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

It is the mission of the Community Care Licensing Division (CCLD) to promote the health, safety, and quality of life of each person in community care through the administration of an effective collaborative regulatory enforcement system.

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#### CONCEPT OF POSITION:

Under the general supervision of the Nurse Evaluator III (NE III), the Nurse Evaluator II (NE II) will perform full journey level duties as a highly skilled technical program advisor and as a recognized authority in areas of extreme sensitivity and complexity of care, in order to meet the needs of the (CCLD). The NE II will be directed to facilities throughout California to provide clinical assessments, referrals for enhanced civil penalties, evaluate level of care of residents, and perform medical record reviews as well as developing guidelines for field offices inspecting facilities licensed by the CCLD. The NE II is a registered nurse with skills specific to developing, planning, organizing, coordinating, implementing, and evaluating policy and clinical activities of the licensing requirements and issues related to medical care provided in licensed facilities. The NE II may function independently and/or as a team leader/member in the conduct of policy and support to CCLD program, field offices, Investigation Branch, and Legal Division. The NE II is required to perform policy development, bill analysis, training, research and support to the CCLD field offices statewide in clinical activities and client assessments. In order to carry out the responsibilities of this position, some travel will be required.

#### A. RESPONSIBILITIES OF POSITION:

##### **ESSENTIAL FUNCTIONS**

- 35% Conducts clinical reviews to determine if licensee and facility staff can provide adequate level of care to meet the needs of residents, which includes reviews and findings related to residential care in licensed facilities, including but not limited to cases of unanticipated facility closures and unlicensed operations, adult and elderly clients who have been issued Health Condition Relocation Orders for the purpose of making recommendations regarding continued placement in licensed facilities. Participates in complaint investigations of alleged violations of licensing laws and regulations conducted by Regional Office staff and provide consultation during the facility evaluation process. In emergency situations, the nurse evaluator shall provide a verbal report of findings immediately upon conclusion of the assessment to the designated Regional Office staff.
- 30% Reviews clinical assessment and care plans to assess quality of care and life at the residential care facility and senior living facility. Provides technical assistance to Regional Office staff, Investigation Branch, Legal, Policy, and Program Office on an ongoing basis, particularly with addressing quality management relevant to the Children, Adult and Senior Care resident's health and welfare. Coordinates onsite visits at facilities with Regional Office Managers to provide clinical opinion on the quality of care and life of the residents. Develops written comprehensive narrative reports of facility visits, inspections, and/or investigations.
- 25% Provides consultation services to CCLD staff in the development of regulations, policies, and procedures, standards, and monitoring governing the CDSS-CCLD Program. Provide recommendations and give expert testimony on behalf of CDSS at administrative hearings and courts of law. May need to act as subject matter expert in hearings or other legal matters. Independently prepares and presents written reports with documentation of the details and research of reported and/or identified incidents, such as abuse or death of a client, reviews reports provided by DPH, CDA, DDS, or regional centers, documents required data related to reviews and/or unit activities, provides recommendations to improve reporting and data collection processes. As the subject matter expert with clinical expertise assists the Investigation Bureau (IB) and/or Legal Division on various medical issues, care provided in residential care facilities, medical related policy or other medical related topics to field offices, licensees and the public.
- 5% Assists, as required, with the development of training materials and education of protocols and procedures when issues occur.
- 5% Provides consultation, assistance and coordinates with the Divisions or other programs on relevant issues; other duties as required.

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**B. SUPERVISION RECEIVED:**

The Nurse Evaluator II will be supervised by the Nurse Evaluator III, Adult and Senior Care Program.

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**C. ADMINISTRATIVE RESPONSIBILITY:**

None.

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**D. PERSONAL CONTACTS:**

The NE II may work with the following individuals or groups:

Advocates  
Providers  
State Long-Term Care Ombudsman's Office  
Division Programs  
Department Programs  
Other State Departments  
Agency Committees  
Clients in Care

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**E. ACTIONS AND CONSEQUENCES:**

Inadequate service could detrimentally impact the health and safety of residents and the image of the Department.

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**F. OTHER INFORMATION:**

Work in a downtown Sacramento high-rise office building.  
Current California Registered Nurse license  
Excellent verbal and written communication skills  
Ability to work independently and collaboratively in a team setting  
Healthy team-oriented work environment  
Travel statewide when necessary