

PROPOSED

CURRENT

DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

		PERSONNEL REQUEST NO.	EFFECTIVE DATE
DIVISION State Special Schools		POSITION NUMBER (Agency – Unit – Class – Serial) 204-313-8161-001	
UNIT California School for the Deaf, Fremont		POSITION CONTROL NO. 04400	
INCUMBENT		CLASS TITLE Supervising Registered Nurse	
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.			
Provide overall management and supervision of the Student Health Unit; responsible for the nursing care and practices of the nursing staff; establish and implement a nursing philosophy and the standards of nursing care.			
% 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. (Use additional sheet if necessary)		
30%	Provide direct or indirect student care as appropriate; plan, implement, evaluate and provide for continuity of the student's care along with management of medical records; identify the level of involvement with students and/or situations; coordinate goals with staff and physician; provide student health related instructions and counseling as needed; apply nursing process in a thorough manner, serving as role model; provide education to staff and students regarding health and safety issues.		
25%	Promote interdisciplinary cooperation in the planning and implementation of health care; communicate verbally and in writing with parents, student's primary care physicians and or psychiatrists, school and residential staff on a regular basis and as needed to ensure proper treatment and observations of medical and behavior issues of students.		
10%	Plan and supervise the functioning of the Student Health Unit; establish short term and long term goals for the Student Health Unit.		
10%	Schedule shift assignments and monitor and evaluate work performance of RN's; maintain timekeeping and other attendance records.		
5%	Procedure adequate supplies, drugs, and equipment needed for the smooth functioning of the facility.		
5%	Participate in and provide/develop in-service trainings for CSD Staff; participate in ongoing evaluation of own role and suggest revisions in job descriptions as necessary.		
5%	Maintain knowledge of available resources in nursing and in the community; remain current in new trends in nursing and utilize knowledge for the continuing development of self and staff; participate in research designed to explore new methods for care.		
5%	Recognize the potential legal implications of nursing action and seek counsel and advice if necessary.		
5%	Performs unscheduled tasks as requested.		

*This position/classification has been designated as a safety sensitive position.

To be reviewed and signed by the supervisor and employee:

Supervisor's statement:

- *I have discussed the duties and responsibilities of the position with the employee*
- *I have signed and received a copy of the duty statement.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE



Employee's statement:

- *I have discussed the duties and responsibilities of the position with my supervisor*
- *I have signed and received a copy of the duty statement*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE



Distribution:

Original: Official Personnel File

Copy: Supervisor

Copy: Employee

Copy: Program File