

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 576-148-8161-XXX	Date:
Class: Supervising Registered Nurse	Name:
The Supervising Registered Nurse (SRN) will be a qualified Registered Nurse (RN) who meets the legal requirements to practice as a professional RN in California. Under the direction of the Supervising Nurse II (Assistant Director of Nursing – ADON), the SRN is responsible for the overall management, supervision, nursing care, and practices of an organized nursing unit to ensure 24-hour continuity of patient care. The incumbent shall plan, implement, evaluate, and provide for continuity of client/patient care and works with other staff to integrate nursing services with the total treatment program; teach, plan for, direct, coordinate, and evaluate nursing personnel. Duties include but are not limited to the following:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Supervise and evaluate the performance of licensed personnel on units. Plan staffing patterns and assign staff to meet patient needs on a 24-hour, 7-day per week basis. May work various shifts as necessary to identify and resolve problems. Regularly make rounds with physician and charge nurse to review treatment program. Act as coordinator and evaluator of patient care on assigned units to ensure 24-hour continuity of patient care; utilize patient care plan and multi-disciplinary staff meetings to ensure continuity of patient care. Serve as resource person for assigned clinical area. Identify and define recurring nursing problems and assist staff in resolving those problems. Serve as resource to personnel regarding knowledge of related Federal, State, and United States Department of Veterans Affairs requirements.
20%	Audit resident charts regularly to ensure compliance with regulations and to measure quality of patient care. Submit results of audits to the Nursing Office; take necessary action to correct deficiencies. Responsible for assuring that staff maintain accurate and current written documentation of patient care including direct audits as necessary for record completeness and accuracy. Assist infection control nurse in monitoring and reporting.
15%	Schedule/coordinate multidisciplinary/weekly team meetings to ensure quarterly updating review of all resident care plans. Make suggestions through appropriate channels for revising procedures and policies when indicated. Participate in committees formed to improve quality of resident care as requested. Attend all SRN meetings and disseminate relevant information to staff. Participate in continuing education program to maintain and upgrade nursing knowledge and management skills.
15%	As necessary, ensure that health teaching/training is conducted for staff, residents. Regularly monitor and review patient care plans to ensure that nursing personnel and other responsible disciplines are updating and utilizing patient care plans. Assist staff in identifying rehabilitative potential of individual patients and plans care to achieve and maintain optimum care.
10%	Collaborate with Nursing Education Department to develop and present in-service education programs for all staff; encourage staff participation. Assist instructors from various colleges in clinical placement of students on units. Responsible for ensuring orientation of new personnel. Ensure that safety precautions and regulations for patients and staff are observed at all times. Educate staff in optimum standards of patient care; monitor for compliance. Ensure adequate provision and availability of equipment and supplies necessary for maintaining the unit. Attend required training which may include travel; must maintain a valid license.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; observe residents' call lights; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to various units.				X	
SITTING: Workstation; meetings; training.			X		
STANDING: Wait for residents, review records.			X		
BALANCING: Trays, carts, linens.		X			
CONCENTRATING: Review documentation for accuracy; verbal and written communication; observe residents.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.		X			
REACHING: In closets, food carts, linen carts, charts, binders.		X			
CARRYING: Linens, trays, charts.			X		
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers; patient assessments.		X			
KNEELING: When during range of motion.		X			
PUSHING OR PULLING: Carts, machines, lifts, residents' wheelchairs.		X			
HANDLING: Documents; medical charts.		X			
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer, telephone, fax machine, copier, printer, medical equipment.				X	
WORKING INDOORS: Facility.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: Storage room, residents' closets, linen room, med room, office, etc.			X		

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____