

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
NAPA STATE HOSPITAL**

JOB CLASSIFICATION: HEALTH SERVICES SPECIALIST (SAFETY)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under administrative direction of a Program Director or Nurse Administrator and professional direction of the Nurse Administrator in a state hospital, is responsible for the ongoing monitoring, assessing, and making of recommendations for the maintenance of quality nursing services with primary emphasis on the physical care needs of patients in a program on an assigned shift; assures education and training in nursing care is provided to unit personnel; and, performs other related duties.

40%

PROVISION OF CARE:

- Assures the utilization of nursing process in providing nursing care. Assists unit staff in the implementation of Administrative Directives, Nursing Policies and Procedures, Special Orders, Licensing, Joint Commission, and Title 22 requirements.
- Responds to life threatening emergency situations and takes appropriate action, including safe and effective utilization of medical equipment following Napa State Hospital's policies and procedures.
- Provides oversight of coordination, monitoring and evaluation of medical emergency responses.
- Maintains quality and continuity of care by reporting significant changes in patient's condition per policy.
- Participates in specific training to nursing staff in conjunction with Central Nursing Services and Training and Education Center, and collaborates with program management regarding training policies and procedures relating to patient care.
- Assures completion of patient care plan revision when an emergent issue has occurred.
- Assures unit personnel is apprised of scheduled outside appointments. Provides oversight of instruction, education, and preparation regarding the treatment/medical procedures.
- Provides oversight of patient's physical and psychological status upon return from outpatient procedures, hospitalization/emergency room visits.
- Provides oversight of nursing clinical elements of the Treatment Planning.

30%

ASSESSING/RECORDING/REPORTING ACTIVITIES:

- Makes rounds daily, monitoring the delivery and quality of nursing services provided, and makes recommendations to unit staff and

DUTY STATEMENT – HEALTH SERVICES SPECIALIST (SAFETY)

Page #2

the Program Management.

- Assures appropriate assessment, intervention, evaluation, reporting and proper documentation regarding the following:
 - Seclusion and Restraints - real time monitoring;
 - Walking Restraints;
 - Medication administration including PRN/STAT medications;
 - Status of change of physical condition and reassessments;
 - Outside Hospital transfers/emergency room visits and upon return;
 - Medical emergencies;
 - Admission Assessment; and
 - Other nursing assessments as identified by the Program Director/Nurse Administrator.
- Collaborates with the Public Health Department regarding prevention, monitoring and reporting of infectious diseases.
- Assures accurate information and completion of the Health Services Specialist log.
- Reviews documentation according to the established policies and procedures.
- Endorses to oncoming Health Services Specialist all the significant concerns that require follow-up.

10%

OTHER RELATED DUTIES, including but not limited to:

- Post incident reviews of psychiatric and medical emergency incidents with staff to identify opportunities for improvement and/or training needs.
- Participation in the Quality Improvement Program.
- Attends and participates in the formulation of nursing policies and procedures.
- May conduct “medication administration observation” of unit staff, providing competency-based training and supporting effort of re-establishing unit staff’s competency skills, as needed.
- Reports all concerns regarding cleanliness and unsanitary conditions of units to the Supervising Registered Nurse/Unit Supervisor/designee.

20%

SITE SPECIFIC DUTIES

- Completes responsibilities of the Nurse Officer of the Day.
- Provides the following services after hours, on weekends and/or holidays:
 - Delivery of medications
 - Laboratory refrigerator/freezer and morgue temperature checks
 - Central Supply and Laboratory equipment
 - Coordination of admissions
 - Medical transfers
 - Liaison between MOD, Medical Director, POD, outside hospitals, Rovers, CSO, MIPA, Transportation, Dispatch and

DUTY STATEMENT – HEALTH SERVICES SPECIALIST (SAFETY)

Page #3

Program HSSs.

- Coordinates return transportation for unit staff assigned to outside facility.
- Maintains accurate information and completion of the NOD log and reports to the morning meeting.
- Attends NOD change of shift report.
- Monitors and evaluates each incident entered in the Incident Management system. Resolves any discrepancies with the unit staff.
- Makes rounds daily to medical unit, skilled nursing unit and A2, monitoring the delivery and quality of nursing services provided and makes recommendations to the Assistant Coordinator of Nursing Services (ACNS).
- Makes rounds and monitors the compliance of Walking Restraints.
- Maintains custody of NOC unit staff paychecks and distributes after hours, as required.
- Coordinates room assignment to overtime nursing staff.
- Functions as a resource contact for the designated RN covering program HSS.
- Maintains staffing for NOD coverage.
- Other duties as required.

% TECHNICAL PROFICIENCY

2. SUPERVISION RECEIVED

A Program assigned Health Services Specialist works under administrative direction of a Program Director, and the professional direction of the Nurse Administrator.

A Central Nursing Services assigned Health Services Specialist works under administrative and professional direction of the Assistant Coordinator of Nursing Services (ACNS).

3. SUPERVISION EXERCISED

The Health Services Specialist provides clinical supervision of the delivery of patient care provided by all licensed and unlicensed nursing staff.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

California healing arts licensure laws and regulations; regulations pertaining to hospital licensing, certification and accreditation; principles and practices used in training nursing services staff of a treatment program; professional nursing principles and techniques; concepts and methods of confrontation; principles of specialized treatment and training techniques as they relate to mentally or developmentally disabled persons or mentally disordered offenders; program organization in California state hospitals.

ABILITY TO:

Evaluate and monitor the quality of nursing services with specific emphasis on physical care; plan, conduct and evaluate training for the nursing services staff of a treatment program; work effectively with a multidisciplinary clinical staff; perform evaluations and write reports; speak and write effectively.

5. REQUIRED COMPETENCIES

SAFETY

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

AGE SPECIFIC

Provides services commensurate with age of patients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent ☐ Adult (18-54) ☐ Geriatric (55 & up)

- Geriatric: Assesses effectiveness of nursing interventions when working with confused geriatric patients.
- Adult: Assesses the effectiveness of nursing interventions on the altered psychosocial role resulting from the patient's dependent hospitalized status.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (TSI).

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

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

SITE SPECIFIC COMPETENCIES

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess the legal requirements to practice as a professional registered nurse in

DUTY STATEMENT – HEALTH SERVICES SPECIALIST (SAFETY)

Page #5

California as determined by the California Board of Registered Nursing.

7. **TRAINING** - Training Category = B

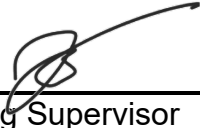
The employee is required to keep current with the completion of all required training.

8. **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 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 duties.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____  Reviewing Supervisor Signature	_____ Joseph Megia, Nurse Administrator Print Name	_____ Date