

State of California
DUTY STATEMENT



California Department of
State Hospitals

MSH3002 (Rev. 9/26/16)

RPA Control No.#		C&P Analyst Approval FA		Date 4/11/2023
Employee Name		Division Department of State Hospital - Metropolitan		
Position No / Agency-Unit-Class-Serial 487-		Unit		
Class Title Unit Supervisor (Forensic Facility)		Location		
SUBJECT TO CONFLICT OF INTEREST CODE ☐ Yes ☒ No	CBID S18	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

Under direction of the Nursing Coordinator in a state hospital, incumbents in this class supervise psychiatric technician and related nursing staff; administer the routine psychiatric and developmental nursing services of a unit; coordinate the work and the staff of a unit and work as a liaison between unit staff on different shifts; train and develop shift leads and instruct level-of-care nursing personnel in nursing, habilitation, and rehabilitation techniques for developmentally or mentally disordered offenders; and do other related work.

% 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.)
33%	<u>ESSENTIAL FUNCTIONS</u> ADMINISTRATIVE DIRECTION/SUPERVISION - Responsible for the continuous management and supervision of a unit offering routine and supportive nursing services on a 24-hour basis. - Direct all routine behavioral and psychiatric aspects of nursing care and provide for nursing care of the unit. - Schedule and direct activities of nursing staff assigned to unit during a 24-hour period. - Ensures equitable distribution of staff for appropriate patient care that maintains at least minimum staffing according to DSH-Metropolitan guidelines. - Responsible for staff orientation to the unit and staff expectations based on their duty statement and Program policies. - Responsible for the implementation of rehabilitation and nursing plan of care for each patient. - Ensures that all nursing staff assigned to unit have received the required hospital orientation for DSH-Metropolitan

- Ensures that nursing staff attend mandatory classes annually, making efforts to schedule employees in their month of birth, as class availability exists.
- Supervise and monitor the preparation of accurate descriptive patient records.
- Ensures that all nursing staff maintain their required licenses.
- Responsible for carrying out administrative procedures required by DSH-Metropolitan
- Maintain system for informing nursing staff of new and or revised policies and procedures.
- Ensures that performance evaluations including criteria-based performance evaluations are completed in a timely and professional manner.
- Completes performance evaluations, criteria-based evaluations and competency validation checklists on shift supervisors in a timely and professional manner.

ADMINISTRATIVE DIRECTION/SUPERVISION OF PATIENT CARE

- Plans, implements, evaluates and provides for patient care that enhances quality of life while following all MSH policies and procedures and all licensing regulations.
- Ensures competency by identifying educational needs of nursing staff and recommends training.
- Cooperate with other treatment team to plan and coordinate a total treatment plan for each patient on the unit.
- Promote and maintain a safe therapeutic environment for patients.
- Maintains supervisory skills through educational resources, hospital and program meetings. Actively representing the needs of nursing and patients. Takes appropriate action when deficiencies are identified.
- Ensures that patient rights are understood and maintained.
- Maintain good working relationship with patients, visitors and members of the treatment team.

PROGRAM ORGANIZATION/STAFF DEVELOPMENT

- Promote individual staff development
- Assists Program Nursing Coordinator with the development of Program and Unit specific policies and procedures and ensures that they are in the units individual Program Manual.
- Acts as a liaison between the Unit and Program Management and the Discipline Coordinators, ensuring patient care that enhances the quality of life.
- In conjunction with the Program Nursing coordinator recruits, interviews, and recommends hiring of unit nursing staff.
- Prepares or directs the preparation of records and reports in a timely manner.
- Monitors each shift and weekend shifts at least quarterly.
- Makes self-available to unit staff to discuss issues pertaining to the unit. • Other duties as required.

5%	<u>MARGINAL FUNCTIONS</u> All other duties and special projects as assigned consistent with this classification.
Other Information	SUPERVISION RECEIVED The Unit Supervisor works under the supervision of the Nursing Coordinator. SUPERVISION EXERCISED The Unit Supervisor supervises nursing staff on the units, including but not limited to, Senior Psychiatric Technicians, Psychiatric Technicians, Pre-licensed Psychiatric Technicians, Psychiatric Technician Assistants, Psychiatric Technician Trainees, Registered Nurses, Licensed Vocational Nurses and Hospital Workers. <u>KNOWLEDGE AND ABILITIES</u> KNOWLEDGE OF: Fundamental nursing care and pharmacology; legal aspects of patient care; general psychiatric nursing theory and practices; techniques in the care and treatment of mentally disabled or mentally disordered offenders; principles and practices of unit management; principles and techniques of effective supervision; the Department's Equal Employment Opportunity (EEO) Program objectives; a supervisor's role in the EEO Program and processes available to meet EEO objectives. ABILITY TO: Supervise the work of level-of-care personnel; establish cooperative working relationships between various disciplines; manage a State Hospital level-of-care unit; follow directions; analyze situations accurately and take prompt, effective action; keep records; develop clear and concise reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment. <u>REQUIRED COMPETENCIES</u> 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

TECHNICAL PROFICIENCY

- ☐ Basic Computer Skills / Data entry
- ☐ Medication Administration
- ☐ Diabetic Testing
- ☐ Emergency Medical Equipment
- ☐ Legal issues
- ☐ Contraband/Security Issues

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Provide supervisory consultation//direction in disciplinary matters
- Monitoring an evaluation of unit staff

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. And maintain a valid license to practice as a Psychiatric Technician issued by the California board of Vocational Nurse and Psychiatric Technicians.

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