

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2024)



*Box reserved for Personnel Section*

	<b>RPA #</b>	<b>C&amp;P Analyst Approval</b>	<b>Date</b>	
<b>Employee Name</b>	<b>Division</b> Standards Compliance Department			
<b>Position No / Agency-Unit-Class-Serial</b> 502-304-8094-005	<b>Unit</b> Quality Improvement Section			
<b>Class Title</b> Registered Nurse (Forensic Facility) RN Auditor	<b>Location</b> Department of State Hospitals - Patton			
<b>Subject to Conflict of Interest</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>CBID</b> R17	<b>Work Week Group:</b> 2	<b>Pay Differential</b>	<b>Other</b>

**MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Registered Nurses are responsible for providing direct nursing care, treatment, and rehabilitation to clients/patients; assist in planning and evaluating nursing care of assigned clients/patients; assist in directing and training other nursing service personnel; and perform other related nursing tasks; providing direction to other personnel who assist them in providing such care and provide for continuity of client/patient care with nursing personnel of other shifts; assisting physicians as directed; providing general psychiatric nursing care to clients/patient; assist in directing and training other nursing service personnel; and perform other related nursing tasks; providing direction to other personnel who assist them in providing such care and provide for continuity of client/patient care with nursing personnel of other shifts; assisting physicians as directed; demonstrates and exercises skills in identification of and response to crisis management of behaviors to protect people and property; responds to all emergency alarms in the assigned response area; and adheres to all policy and procedures concerning health and safety of the environment and protection of clients/patients and staff from physical and environmental hazards.

Under the direction of the Quality Improvement Manager, the Registered Nurse (RN) Auditor is responsible for conducting various hospital-wide audits and surveys used to measure the hospitals' compliance with Title 22 Licensing, The Joint Commission (TJC), and California Department of Public Health (CDPH) regulations, including ensuring appropriate controls are followed in accordance with established hospital policies.

40%	<p><b><u>Health Record Audits:</u></b></p> <ul style="list-style-type: none"> <li>• Conducts hospital-wide health record audits: <ul style="list-style-type: none"> <li>○ Nursing Care Plans</li> <li>○ Medical Conditions</li> <li>○ Pain Medication</li> <li>○ Temporary Conditions/Reassessments</li> <li>○ Seclusion and Restraints</li> <li>○ Skin Assessments/RN Physical Change in Status</li> <li>○ Temporary Conditions</li> <li>○ RN monthly/Nursing PT Weekly Notes</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ BMIs</li> <li>○ Annual Assessments /H&amp;P</li> <li>○ Psychiatry Audits</li> <li>○ Psychology Columbia Audits</li> <li>○ Social Work Assessments</li> <li>○ Rehab Assessments</li> <li>○ Nutrition Assessments</li> <li>○ Implementation of Plans of Corrections Audits</li> </ul> <ul style="list-style-type: none"> <li>● Conducts biannual environmental audits/mock tracers to monitor unit compliance with cleanliness, medication/treatment room adherence, anti-ligature plan, and plan of corrections (POCs) developed as the hospital's sustainability plan.</li> </ul>
20%	<p><b><u>Data Analysis and Quality Improvement</u></b></p> <ul style="list-style-type: none"> <li>● Abstracts and enters audit data into PLATO software.</li> <li>● Prepares clear, concise, and comprehensive reports.</li> <li>● Gathers, tracks, analyzes, and trends audit data.</li> <li>● Provides consultation and recommends changes to Quality Improvement Manager, based on the monitoring and analysis of data.</li> <li>● Provides recommendation and/or revisions in the development of audit tools to ensure key data is captured.</li> </ul>
20%	<p><b><u>Regulatory Compliance</u></b></p> <ul style="list-style-type: none"> <li>● Participates in on-site surveys and/or investigations for CDPH APH/ICF Re-Licensing Surveys, TJC Triennial Surveys, CDPH-Environmental Surveys, Coleman Masters Survey, Infection Control Surveys, and other surveys and/or audits under the responsibility of the SCD.</li> <li>● Obtains and reviews health records, provides consult of chart documentation, escorts surveyors to program/support areas, takes comprehensive notes, provides hospital policies, regulations, practices, and existing POCs.</li> </ul>
10%	<p><b><u>Sentinel Events/Intensive Case Reviews</u></b></p> <ul style="list-style-type: none"> <li>● Reviews and provides Nursing Root Cause Analysis (RCA) for TJC Sentinel Events such as unexpected death, falls resulting in fractures or neuro complications, confirmed sexual assault, patient elopement, and/or any event determined by Executive Team.</li> </ul>
10%	<p><b><u>Leadership</u></b></p> <ul style="list-style-type: none"> <li>● Serves as a liaison on Licensing Regulations and TJC Standards with Standards Compliance staff, hospital staff, and other outside agencies.</li> <li>● Acts as an advisor/trainer to other staff and provides training and demonstration to staff as needed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Represents SCD in attending hospital-wide committees and provides feedback to management.</li> <li>• Performs other duties as assigned by supervisor(s) and participates in the ongoing departmental quality improvement process.</li> </ul>
Other Information	<p><b>SUPERVISION RECEIVED</b>  The Registered Nurse Auditor is under the direction of the Quality Improvement Manager, Supervising Registered Nurse.</p> <p>Lead: Shift Lead (Senior Psychiatric Technician and/or Registered Nurse Shift Lead) and a Health Services Specialist.</p> <p><b>SUPERVISION EXERCISED</b>  None.</p> <p><b>KNOWLEDGE AND ABILITIES</b>  Nursing process; patient classification using the behavioral subsystems; fundamentals of nursing care; general behavioral and psychiatric procedures; client/patient behavior and mental health principles and techniques involved in the care and treatment of individuals or groups of mentally disordered clients/patients; custody procedures; public and property protection policies; current first aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; management of assaultive behavior techniques; hospital procedures.</p> <p><b>ABILITY TO:</b> Learn and apply sound judgment for situations including the protection of persons and property; apply nursing knowledge, skills and attitudes; establish effective therapeutic relationships with mentally disordered clients/patients; recognize symptoms requiring medical or psychiatric attention; think and act quickly in emergencies; work with a treatment team to provide occupational, recreational, vocational, and educational therapy programs for clients/patients; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action.</p> <p><b>REQUIRED COMPETENCIES</b></p> <p><b>INFECTION CONTROL</b> - Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.</p> <ul style="list-style-type: none"> <li>➤ Follows established nursing procedures to promote infection control.</li> <li>➤ Participates in unit environmental inspections and maintains a clean and safe environment.</li> <li>➤ Within the scope of licensure and certification administers PPD's and reports all results to the Public Health Office via the Health Services Specialist.</li> <li>➤ Identifies infection/disease control educational needs of the patient and teaches basic infection control concepts</li> </ul>

**HEALTH AND SAFETY** - Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards. This includes familiarity with the Patient Safety Plan.

**DIVERSITY, EQUITY, AND INCLUSION**

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY**

Maintains professionalism and works positively with all levels of management, supervisors, and staff. Utilizes a high degree of initiative, judgment, and responsibility when dealing with all staff and the public.

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

**CPR** – Maintains current certification.

**AGE SPECIFIC** - Provides services commensurate with age of patients/clients being served. Demonstrates knowledge of growth and development of the following age categories. Age categories are noted in parentheses.

Pediatric (17-29)    Adolescent (30-50)    Adult (51-79)    Geriatric (80+)

**MANAGEMENT OF ASSAULTIVE BEHAVIOR** – Applies and demonstrates knowledge of) Therapeutic Strategies and Interventions and Therapeutic Options when managing assaultive behavior.

**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 –**

- Demonstrates how to turn on the oxygen tanks.
- Demonstrates the titration of Oxygen.
- Demonstrate how to turn on the AED.
- Verbalize how to check that the electrode and AED pads are not expired and how to order if expired.

- Verbalize the correct utilization and implementation of the CPAP/BiPAP machine, including physician order, pressure parameters, and maintenance of the machine.
- Utilize established audit tools to review charts and enter audits into Plato.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)** – Demonstrates knowledge and competencies of the following Cardiopulmonary resuscitation (CPR), Therapeutic Strategic Interventions (TSI), Automated external Defibrillator (AED), CEPHEID GENEXPERT, BinaxNOW RAT (Binax), PCX Glucometer, 12 LEAD EKG, Emergency Equipment, C-PAP/Bi-PAP, Nebulizer, Athelas, Supplemental Oxygen Management, Pulse Oximeter, and IV pump/PICC line. Computer Skills and knowledge of applications (i.e. Outlook, Microsoft Word, WARMSS, Plato, etc.)

**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 California.

**TRAINING** - Training Category = Type 1-RN

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

**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 and security areas 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. The employee is required to work three State Holiday shifts per calendar year.

\_\_\_\_\_  
Employee 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 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewing Supervisor Signature

\_\_\_\_\_  
Date