

DUTY STATEMENT
DSH3002 (Rev. 11/2022)



Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date	
Employee Name		Division			
Position No / Agency-Unit-Class-Serial 437-500-8154-XXX		Unit Continuum- Electronic Health Record (EHR)			
Class Title Working Title: Nurse Instructor		Location DSH-Coalinga			
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CBID R17	Work Week Group: 2	Pay Differential	Other
<p>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions. Under the direction of the Supervising Registered Nurse, the Nurse Instructor (NI) will assist the EHR Program Department in managing logistics for EHR system updates, and facility training needs. Working collaboratively with the local training department, EHR Training Team, Clinical Technology Training Director, and TSD, the NI will conduct EHR training updates, develop and provide training resources, and create and maintain training schedules. The NI will collaborate with clinical supervisors and program management to ensure training is scheduled and completed for all EHR initiatives. During implementation the NI will assist with training super users and trainers and will lead local change management initiatives to ensure that staff are supported throughout implementation and ongoing EHR updates. Post-implementation the NI will assist with Annual Review Training (ART), New Employee Orientation (NEO), and additional training needs as identified. Positions may function collaboratively or be assigned primary focus areas based on departmental needs.</p>					
% 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 sheets if necessary).				
20%	Conducts and develops in-person and virtual training sessions, workshops and continuing education programs that are tailored to a specific hospital facility's population, milieu, security level, and personnel culture for the implementation and maintenance of the EHR. Provide classroom and equipment setup and breakdown as necessary to create a safe learning environment.				
20%	Assist in managing logistics related to EHR system updates, including end user training, training plans and employee engagement. Identifies, documents and escalates training gaps, workflow issues, critical system risks and issues to the Program Director and appropriate stakeholders.				
10%	Coordinates with training officers, clinical supervisors, and Program Management to ensure that all staff are scheduled for and complete required EHR-related trainings.				
10%	Act as the liaison and clinical resource between health care providers, superusers, trainers and other clinical teams to support successful EHR deployment and adoption. Provides clinical guidance and mentorship to superusers to ensure workflow efficiency and long-term EHR sustainability.				

10%	Will assist in implementing local facility organizational change initiatives to support and improve EHR system adoption, reinforce new workflows, address resistance and promote sustained end user engagement and optimization.
10%	Establishes and provides support for local EHR program priorities, including remediation training, workflow efficiency, quality improvement initiatives, audit system functions, change control requests, and feedback solicitation.
10%	Instruct and facilitate mandatory EHR training utilizing effective approaches to teach such as, but not limited to creating training videos, workflow tip guides and handouts, and PowerPoint presentations. Provide pre- and post-implementation support, including at-the-elbow assistance, prioritization of issues, workflow reinforcement, and real-time troubleshooting in collaboration with interdisciplinary teams. Ability to recognize different learning styles and develop trainings to meet all end-user needs.
5%	Collects and analyzes training feedback, attendance data, and learning trends to support continuous improvement and refinement of EHR training content and delivery.
5%	Performs other Nurse Instructor job-related work such as but not limited to, providing patient care in emergency situations as needed while on grounds.
Working Conditions	Incumbents will work onsite at DSH-Coalinga. Schedule will be determined upon appointment. Travel may be required to other state facilities and or Sacramento headquarters for training, workshops, meetings, and working sessions with enterprise-wide EHR team members.
Other Information	<p>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. Incumbents routinely work with and are exposed to sensitive and confidential issues and/or materials and are expected to maintain confidentiality at all times.</p> <p>Additionally, the team will have access to and responsibility for the protection of very sensitive and confidential information and protected health information.</p> <p>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. Incumbents must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully, and professionally; and must be able to work independently. The incumbent must be able to create/proactively support a work environment that encourages creative thinking and innovation; understand the importance of good customer services and be willing to develop productive partnerships with managers, supervisors, other employees, and control agencies and other departments.</p> <p>I have read and understand the duties listed above and I certify that I can perform these duties and the essential functions of this position with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p>

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