

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 11/4/2025
Employee Name	Division Clinical Administrator		
Position No / Agency-Unit-Class-Serial 455-XXX-8101-XXX	Unit Various Programs		
Class Title Nursing Coordinator (Safety)	Location Atascadero State Hospital		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID S17	Work Week Group E	Class Ranges T

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Coordinates the nursing care activities, responsibilities, and requirements in a treatment program; assists the Program Director with the administration of a treatment program with particular emphasis on nursing delivery; ensures that Title 22 environmental issues are adhered to; routinely monitors various logs, documents, and audits to ensure the safety, security and sanitation of the units/program; and does other work as required. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

50%	<p>Promotes and supervises the principles of Performance Improvement.</p> <p>Establishes recommendations for Program Nursing Policy/Procedures as necessary; assures that existent Program/Unit nursing policy/procedures meet patient care needs and are congruent with the Nursing Procedure Manual, Hospital Administrative Policy Title 22 and JCAHO regulations.</p> <p>Participates as a member of the Hospital Wide Nursing Coordinator committee.</p> <p>Recruits and assigns nursing staff for the program.</p> <p>Ensures Supervision across all shifts and units. Reviews unit and Program use of Registry and overtime and the staffing patterns of the units and individual staff; audits and reports time usage for pattern and trend analysis, including LOC staffing balance. Works with Unit Supervisors providing recommendations for improvement and initiation of corrective actions as needed.</p> <p>Acts as Program Officer of the Day on a rotating basis.</p> <p>Consults with, advises, and directs Unit Supervisors in the delivery of treatment and assures nursing service are providing the proper Standards of Care with quality service.</p>
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	Ensures timely completion of meaningful performance appraisals.
30%	<p>Monitors, by visual checks, the cleanliness of the units and program monthly, maintaining a high profile in the Environmental Inspection process.</p> <p>Guides Unit Supervisors and their staff in readying the units for inspection, promoting an atmosphere of team building. Review unit environmental inspection audits to ensure follow through on areas that need improvement and Plans of Correction as needed. Promotes an environment conducive to meeting hospital wide Trauma Informed Care goals, with accurate documentation and reporting processes in place.</p> <p>Support a unit norm of non-violence. Promote patient safety via education and training of both patients and staff.</p> <p>Collaborate with Unit Supervisors and/or HSS to assess and address competency issues relative to nursing staff.</p> <p>Collaborates with other Program Management toward successful implementation of the Clinical Evaluation System.</p> <p>As assigned, perform Program Management's review and response on Special Incident Reports.</p> <p>Ensure that restraint and seclusion policies and procedures are followed.</p> <p>Ensures nondiscriminatory employment practices as well as nondiscriminatory delivery of services to patients; establishes hiring objectives to include appropriate employees according to patient/program needs. References Hospital and Department EEO policy as necessary; assures nondiscriminatory opportunity to employment and promotions.</p> <p>Assures that hospital administrative policy/procedures regarding patient rights is implemented on each unit.</p> <p>Work with other hospital departments to ensure operational needs of program are met.</p> <p>Ensures full compliance with operational aspects of Patient Rights program, including Denial of Rights process.</p> <p>Ensures open lines of communication reflected through smooth and timely implementation of plans and procedure changes.</p> <p>Applies and demonstrates knowledge of Trauma Informed Care (TIC) and correct methods in Therapeutic Strategies and Interventions (TSI), that includes patient containment, heavy lifting, applying restraints, and responding to emergency situations throughout the hospital.</p>

20%	<p>Identifies employee performance deficiencies/training needs.</p> <p>Monitors completion of assignments given to the US's and HSS and takes corrective action relative to incomplete assignments.</p> <p>Assists staff in problem solving process, meets with nursing staff as required to specify standards of care, develop approaches to patient care, address unresolved nursing issues and specify performance objectives.</p> <p>Consults with supervisory staff in determining appropriateness of disciplinary action; resource person regarding Hospital/Program policy, S.P.B. regulations and procedural guidelines; interfaces with Personnel Officer for clarification as necessary.</p> <p>Is familiar with applicable nursing service employee labor contracts; monitors supervisory interventions to prevent potential labor contract violations; meets with employee union representatives as required by Program Director; clarify questionable work contract violations with Personnel Officer.</p> <p>Collaborates with Unit Supervisors/Nursing staff to identify performance goals, training and career objectives. Encourage professional development of nursing service staff by supporting continuous quality improvement, in-service training, formal education, professional organizations (PNA, PTPO), reading of professional literature, etc., and opportunities for new experience.</p> <p>Ensures compliance with mandatory training standards. Effectively communicate to all unit employees that sexual harassment and behavior that may lead to sexual harassment is unacceptable in the workplace. Monitor the performance of all employees to ensure the workplace is free from sexual harassment.</p> <p>Maintains appropriate monitoring and intervention relative to Relationship Security.</p> <p>Ensures timely completion of meaningful performance appraisals. Respond to staff concerns regarding health and safety issues either directly or through the Area-Specific Health Safety, and Violence Prevention Committee.</p> <p>Model and ensure a proactive approach of safe work practices. Report injuries, unsafe conditions, or concerns to appropriate source as directed.</p> <p>Maintains program-tracking system to ensure that all staff are current in professional licensure.</p>
Other	

Information	<p>Supervision Received: Program Director</p> <p>Supervision Exercised: Unit Supervisors</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>KNOWLEDGE OF: The principles and practices of personnel management and effective supervision in planning, organizing and directing technical nursing services staff of a treatment program; professional nursing principles and techniques; principles of specialized treatment and training techniques as they relate to the offender with mental or developmental disorders; treatment program organization in developmental centers or State hospitals; medicines and narcotics; a supervisor's role in the Equal Employment Opportunity Program.</p> <p>ABILITY TO: Plan and direct the work of nursing services staff in a treatment program; develop nursing care and treatment plans to reach measurable objectives; assess, plan and implement staff training to meet patient objectives; work effectively with multidisciplinary clinical staff; represent the Program Director in discussions of all aspects of nursing services; communicate effectively verbally and written.</p> <p>REQUIRED COMPETENCIES</p> <p>ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p> <p>INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.</p> <p>SAFETY Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.</p> <p>CPR Maintain current certification as indicated by local facility.</p> <p>THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of</p>
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assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

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 HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

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.

SITE SPECIFIC COMPETENCIES

Familiarity with the types of patients housed on and/or served by the program.

Ability to provide direction and guidance to staff related to the safe and appropriate management of patients with challenging behaviors.

Ability to provide direction and information to assigned staff related to patient commitment types.

Knowledge about staff issues specific to working with patients, including staff/patient involvement, staff burn-out, and training. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

TECHNICAL COMPETENCIES

Ability to use the Local Area Network (LAN), including knowledge of hospital databases and computer programs; Wellness and Recovery Model Support System (WaRMSS) Structured Treatment Planning Process; ability to write reports, mathematical ability sufficient to balance staffing and submit a variety of reports.

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 a valid license to practice as a psychiatric technician issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners

Or

- Possess the legal requirements to practice as a professional registered nurse in California as determined by the California Board of Registered Nurses.

TRAINING CATEGORY - 5
 The employee is required to keep current with the completion of all required training. The employee is required to complete mandated leadership training and development curriculum for CEAs, managers, and supervisors upon initial appointment as outlined in Government Code Section 19995.4.

PHYSICAL DEMANDS – See attached

WORKING CONDITIONS:
 Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. 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.

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 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

Reviewing Supervisor’s Signature _____
 Date

Physical Requirements of Position
NURSING COORDINATOR (8101)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmate, patients, or clients			X			
With co-workers				X		
Supervising staff					X	
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing		X (Stairs)				
Squatting	X					
Bending (neck)			X			
Bending (waist)			X			
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping		X				
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					