

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) XXX-XXX-8327-XXX				
UNIT NAME AND CITY LOCATED Nursing Services Regional Office		CLASSIFICATION TITLE Nursing Consultant, Program Review				
		WORKING TITLE Nursing Consultant, Program Review				
		COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP E	CBID S17	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO Regional Office				
INCUMBENT (If known)		EFFECTIVE DATE				

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:

Under the direction of the Regional Chief Nurse Executive, the Regional Nursing Consultant, Program Review (NCPR) is responsible for facilitating the implementation of organizational healthcare service delivery programs, monitoring compliance with programmatic and regulatory standards in institutions, and ensuring alignment between clinical practice, policy, and regulatory requirements in their specified region. This position will require greater than 50% travel and extended institutional assignments.

% 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. (Use addition sheet if necessary)
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ESSENTIAL FUNCTIONS**40%**

Responsible for the implementation and monitoring of nursing practice in institutions including mental health and specialized medical inpatient units within assigned institutions. Provides consultation and clinical oversight for nursing services in mental health crisis units, intermediate and acute psychiatric programs, outpatient services, and specialized medical housing (e.g., ALOHU, TCU, OHU, CTC, SNF, Hospice). Develops, evaluates, and recommends clinical and operational practices that ensure regulatory compliance and quality care, consistent with standards set by the Mental Health Delivery System (MHDS), the California Code of Regulations (CCR Title 22), Health Care DOM (HCDOM), and other accrediting bodies. Supports the institution's achievements and maintenance of the delegation process through a complex pre-delegation and post-delegation assessment. Assists in aligning nursing services with the unique needs of incarcerated individuals

<p>30%</p> <p>20%</p> <p>10%</p>	<p>with serious mental illness and complex medical conditions. Assist in the development and implementation of nursing services activities to meet the needs of the patient population, services provided, educational programs, and management support. Travels to assigned institutions and provides on-site health care program monitoring and assessments.</p> <p>Provides direct consultation to Executives, Managers and Supervisors regarding standards of care and practice, patient safety, staffing levels, workflow failures, risk mitigation and care coordination. Assists in the training of nursing personnel and provides assistance to nurse managers with the management of personnel related issues to include but not limited to oversight of staffing rosters, Telestaff, overtime usage, and bi-annual PAS/MAR development and review. Analyze complex operational problems and identify trends, issues and advise appropriate personnel in methods of correction. Attend institutional nursing collaborative/stakeholder QI committees, EMR and NLTGs and assess program quality, compliance and sustainability, SPRFIT review and reporting. Monitor institutional dashboard trends for improvement opportunities and compliance. Monitor and evaluate sustainability of action planning interventions post review. Travels to assigned institutions to provide onsite leadership mentoring or temporary leadership assignments.</p> <p>Provides education, feedback, and guidance to nursing leadership and staff regarding audit findings and best practices. Provides guidance in developing outcome studies and establishing ongoing institutional self-monitoring. Prepare and deliver presentations to leadership and stakeholder groups. Collaborate with interdisciplinary and external partners to support organizational goals. Delivers onsite training as needed.</p> <p>Other related duties as required.</p>
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Theory and practice of psychiatric/developmental disabilities and general nursing; developmental center, State mental hospital, and/or State correctional facility organization; management and procedure, particularly in relation to nursing services; current developments in the field of general/psychiatric/developmental disabilities nursing; personnel management; principles, methods and objectives of training nursing personnel; accepted practices of other health professions; current trends in mental health/developmental disabilities; research methods and techniques; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.</p> <p><i>Ability to:</i> Evaluate the effectiveness of a broad nursing/psychiatric nursing education program; evaluate complex and varied administrative problems and take appropriate action; work effectively with a variety of administrators and others responsible for line operations; interpret mental health/developmental disability programs to individuals and groups; communicate effectively; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.</p> <p>DESIRABLE QUALIFICATIONS</p> <p><i>Knowledge of:</i> Electronic Health Record System and its functionality.</p> <p>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</p> <ul style="list-style-type: none"> • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Demonstrated leadership ability; sympathetic and objective understanding of the problems of the

<p>mentally/developmentally disabled and/or empathetic understanding of patients of a State correctional facility; willingness to work in a developmental center, State mental hospital, and/or a State correctional facility; willingness to travel; tact, alertness, keenness of observation, patience, and emotional stability.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture. 		
<p>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></p>		
<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></p>		
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</p>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>