

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 12/29/2025
Employee Name	Division Medical Director		
Position No / Agency-Unit-Class-Serial 455-423-9700-XXX	Unit Central Medical Services		
Class Title Nurse Practitioner (Family) - Safety	Location Atascadero State Hospital		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R17	Work Week Group 2	Class Ranges T

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

The Nurse Practitioner (Family) works in collaboration with a physician. The Nurse Practitioner (Family) is a registered nurse with additional skills in and responsibility for physical diagnosis, psychosocial assessment, and management of health-illness needs in primary care. The role of the Nurse Practitioner (Family) is to integrate health maintenance, disease prevention, physical diagnosis, and treatment of common episodic and chronic problems in primary care with equal emphasis on health teaching and management. The Nurse Practitioner (Family) does not exercise supervisory responsibilities. 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%	In accordance with established protocols and in collaboration with a physician, provides clinical assessment and case management services to individuals including constructing and interpreting a medical history, performing a physical assessment, evaluating patient behavior, performing and interpreting selected laboratory tests, identifying problems, and developing and implementing treatment plans for patients. These duties would generally be associated with Admission and Annual Histories and Physicals. Performs admission histories and physical examinations on new patients admitted to the hospital which are to be completed within 24 hours of admission. The physical assessment will include but not be limited to items designated in the most recent General Medical Services (GMS) Policies and Procedures, under "Procedures: Section I, A, with laboratory and diagnostic tests ordered on admission to include but not be limited to items under Section I, B.
20%	Under physician's direction, does other related work, sick call, foot clinic, screening audiometry, physical ability testing audits, and attends hospital-wide committees.
20%	Refers patients to physician for consultation and to specialized health resources for treatment but retains responsibility for the clinical management as well as

	subsequent modification. Seeks expert opinion or advice of a physician when case falls outside of protocol of agency.
10%	Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion. Participates in departmental and hospital wide shakedowns. Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI). Assist in the maintenance of a safe and secure environment through response to physical assaults, escape attempts or other major patient disturbance, and assist in the management of the conduct of the patients.
Other Information	<p>Supervision Received: Chief Physician and Surgeon or designee May receive clinical supervision from Physician and Surgeons</p> <p>Supervision Exercised: None</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>KNOWLEDGE OF: Current trends and concepts of professional nursing practice; laws and regulations relating to the practice of medicine and nursing science basic to medicine (anatomy, pathophysiology, pharmacology, and microbiology); principles and practices of clinical assessment; principles and practices of common health problems; fundamentals of research; principles of mental health; causes, treatment and prevention of communicable diseases, chronic diseases, handicapping conditions, mental illness and other disabling conditions; principles of clinical consultation, continuity of patient care, and the community aspects of health services.</p> <p>ABILITY TO: Work effectively with individuals and families to assist them in solving physical, mental and social problems; work effectively as a member of a health team; communicate effectively including the preparation of clear and concise reports; recognize social problems which affect health; instruct in the prevention of disease, good health practices, and the health care of an ill or injured person; participate in the development of standardized procedures, and in accordance with established protocol, construct and interpret a medical history, perform a physical assessment, evaluate, patient behavior; perform and interpret selected laboratory tests, identify problems, and develop and implement treatment plans for patients,; maintain effective working relationships with other departments, agencies and the community; consult effectively with physicians and allied health personnel.</p>

REQUIRED COMPETENCIES

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.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of 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

Maintains all criteria necessary to retain general nurse practitioner privileges.

Maintains all criteria necessary to retain foot clinic privileges.

Relationship Security: Demonstrates professional interactions with patients and maintains therapeutic boundaries.

TECHNICAL COMPETENCIES

Demonstrates proficiency in providing foot care in foot clinic.

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:

Possession of a valid license to practice as a professional registered nurse in the State of California.

and

Certification as a Nurse Practitioner as specified in the regulations of the Board of Registered Nursing, California Administrative Code, Title 16, Chapter 14, Article 8, Section 1482.

TRAINING CATEGORY - 2

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

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
NURSE PRACTITIONER - FAMILY (9700)**

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				
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					