

DUTY STATEMENT
DSH3002 (Rev. 01/2024)



Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date	
Employee Name	Division			
Position No / Agency-Unit-Class-Serial 502-244-8096-004	Unit Central Nursing Services			
Class Title Supervisor Registered Nurse (Forensic Facility)	Location DSH- Patton			
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID S17	Work Week Group: E	Pay Differential	Other

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

The Supervising Registered Nurse (SRN) shall be a qualified Registered Nurse, licensed by California. Under administrative and professional direction of the Nurse Administrator is responsible for the management and clinical supervision of HSS staff; is responsible for their nursing care and care practices; **plans, implements, and evaluates current and new nursing policies; responsible for the ongoing monitoring, assessing, and makes recommendations for the maintenance of quality nursing services** delivered to the Individuals we serve; works with other disciplines to integrate nursing services to provide a total Wellness and Recovery program; instructs, plans, directs, supervises and evaluates nursing personnel; assists with identification and resolution of Risk Management issues associated with nursing services. The SRN serves as an extension of the Nurse Administrator's (Coordinator of Nursing Services) authority as assigned. The SRN must have knowledge of the theories, practices, ethics, and values of the nursing profession; requirements of regulatory agencies, the hospital Administrative Directives, Policies and Procedures, the policies regarding staff supervision, grievances, complaint handling according to the Department of Mental Health, Recovery principles and implementation of Treatment Plan.

	<p>PROVISION OF CARE</p> <ul style="list-style-type: none"> The SRN is a constant supervision presence on the units responsible for the nursing care provided to individuals by nursing personnel of assigned area on assigned shift. The SRN as part of rounds to the units will develop and evolve a trusting relationship with the Shift Leads and RN 's of the units approaching situations and challenges in a problem-solving solutions finding endeavor during any emergency. The SRN oversees all clinical nursing care and activity of the HSS staff; ensures compliance with requirements of all regulatory agencies; participates in quality audits for evaluation of clinical nursing care and processes; participates in environmental surveys to assess, ensure cleanliness and safety. The SRN collaborates with the Standards Compliance Department, Medical Services,, Program Management, Staff Development Center to ensure staff are competent and skilled in their response to emergency procedures and insures all emergency equipment is monitor that is in good working order; ensures staff
40%	

compliance with PSH Policies, Procedures, and Directives; promotes the Nursing Process for situations; evaluates the performance of assigned nursing staff and completes required performance appraisals of the HSS staff based on standards specified in duty statements; and takes any appropriate action.

- The SRN is responsible for continuing and ongoing training, inspections, coaching, mentoring, in-service instruction, skills assessment, competency evaluations, and auditing on a scheduled and on an impromptu basis of the HSS staff.
- The SRN will respond to all medical and psychiatric emergencies that occur in the worksite; will assist with medical response and therapeutic psychiatric intervention. The SRN will evaluate the response time and action steps of the RN's and unit staff and coach to continually improve response times and action steps. The SRN will assist and/or coordinate debriefings of medical and psychiatric situations to improve outcomes.
- The SRN takes an active role in the review process of all emergency use of seclusion or restraint episodes to ensure timely preparation of all the documentation. Ensures that the written documents are pertinent, sequential, clear and understandable, legible and accurate. The SRN will work with the Shift Leads and Registered Nurses to guide the staff on the necessary key points so that a quality product is produced, and appropriate action steps and notification occur according to the hospital's Administrative Directives and Nursing Policies and Procedures.
- The SRN provides direction and guidance to the HSS staff to ensure standards of practice, Administrative Directives, and policies are practiced and adhered to.
- Through the supervision of the HSS staff, the SRN will monitor the following critical areas:
 - Ensures individual nursing care needs and prompt delivery of services to the individuals by nursing services staff.
 - HSS may assist in providing direct care of Individuals served.
 - Oversee the timely completion and quality of initial assessments conducted by the RN; ensure clinically pertinent assessment(s) of an Individual has been initiated and reported to the Treatment Team for clinical follow-up.
 - Ensures the RN has established appropriate nursing interventions; evaluates the quality of the nursing interventions written by the RN and may provide recommendations as needed.
 - Ensures the prompt reporting by nursing services staff of acute medical or behavioral concerns or conditions to physician.
 - Ensures nursing staff have timely documented acute behavioral or medical conditions.
 - Assists staff with learning therapeutic intervention approaches and use of an Individuals Preference Plan and/or their Treatment Plan for an individual leaving their baseline; monitors and instructs on appropriate

	<p>care and intervention when use of seclusion and/or restraint may be needed.</p> <ul style="list-style-type: none"> □ Performs nursing audits and competency-based evaluations for the HSSs. □ Reports delinquent requirements to the Nurse Administrator for follow-up. □ Keeps the Nurse Administrator, other SRNs in the CNS department, and Nursing Coordinator apprised of the issues, concerns, and action steps. Provides periodic debriefings of findings and recommendations with Program Management and the CNS Department. <ul style="list-style-type: none"> • Provide in-service training for new policies, policy revision, identified needs and specific unit concerns. • Recommend, plan and implement nursing and hospital policies and procedures. Evaluate and assist with Hospital wide staffing and make recommendations to assure staffing and RN coverage standards are met in accordance with Hospital and legal standards. Ensure that the use of overtime and temporary help is minimized and used judiciously
<p>40%</p>	<p>Compliance with Legal Mandates that Govern Hospital Operations</p> <p>Complies with legal mandates, which govern Hospital operations. Represents the hospital after hours to the public and other agencies. Provides on site supervision for Nursing Services. Participates in Quality Improvement activities by participating in quality audits, preparing reports of findings, working with nursing personnel in identifying barriers, issues, recommendations and action steps initiated.</p> <ul style="list-style-type: none"> • Ensures the hospital meets the system-wide expectations and requirements of the Civil Rights of Institutionalized Persons Act (CRIPA) and the United States Department of Justice (USDOJ). • Liaison between the Central Nursing Services and Standard Compliance department on Joint Commission and Licensing issues. • Ensures the hospital meets system-wide expectations and requirements of the Joint Commission for the Accreditation of Hospital. • Ensures the hospital meets system-wide expectations and requirements of the Department of Public Health Services State Licensing requirements. <p>COACHING, TEACHING, MENTORING, TRAINING:</p> <ul style="list-style-type: none"> • Assists in providing ongoing training and orientation for new HSS's assigned to the department. • Work with the Public Health Nurse to provide information in the prevention, detection, and control of communicable diseases as well as reporting to the Public Health Office. • Helps to identify training needs for self, HSS and nursing staff. <p>PERFORMANCE IMPROVEMENT and OUTCOME MANAGEMENT</p> <p>Initiates and monitors quality improvement processes; evaluates the delivery of care and nursing staff's professional proficiency; acts as liaison between Nursing Services</p>

	<p>and Program Management. Works with the SRNs in CNS office, Program Management, and nursing services staff to resolve issues of concern.</p> <ul style="list-style-type: none"> • Participates in committees, workgroups, and corrective action teams • Participates and contributes to the statewide Nursing Administrators group to analyze, create, and monitor new and existing Nursing Policies and Procedures. • Randomly inspects Treatment Room; Medication Room; clinical areas • Randomly evaluate RN Assessments • Evaluate Nursing Services documentation and plan of care development • Provide guidance and direction for areas needing support and guidance <p>NURSING LEADERSHIP</p> <ul style="list-style-type: none"> • Provide nursing care and leadership during emergencies and when clinically indicated. May participate in the selection of nursing staff. Prepare memo documents and reports of activities, findings and recommendations. • Provide coverage for the Nurse Administrator and participate in different meetings • Other duties as assigned by the Nurse Administrator based on clinical needs of the hospital
<p>20%</p>	<p>SAFETY/SECURITY</p> <ul style="list-style-type: none"> • 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. • Observes DSH-Patton and Program safety and security measures and initiates/assists in security functions. • Participates in unit safety and security inspections. • Exercises skills in crisis intervention, including recognizing, management, and redirecting problem behaviors for the protection of people and property. • Inspecting facilities to identify security breaches that could lead to the escape of a client/patient and mail for hazardous contraband. • Observes and intervene in client/patient behavior which indicates imminent potential to injure others or property. • Authorizes restraints and assures a safe unit milieu is provided through the observation and assessment of patients which can include the process of seclusion or restraint as warranted by each individual situation. • Maintains Therapeutic Options, and Therapeutic Strategies Interventions certification. <p>SITE SPECIFIC DUTIES</p> <ul style="list-style-type: none"> • Review HSS reports for accuracy, and update the 0800 report • Present morning meeting reports as needed • Utilize Critical Thinking Skills to help ensure effective action steps and follow-up • Utilizes Therapeutic listening skills

	<ul style="list-style-type: none"> • Participate in quality improvement meetings and provide feedback for improving the quality of nursing care. • Conduct rounds to the HSS and the program to ensure staff adhere to policies and procedures. • Review of the work of the HSS for accuracy and completion • Manage patient movement internal, and external • Additional nursing assignments as determined by the Nurse Administrator
Other Information	<p>SUPERVISION RECEIVED The SRN in the CNS department is under the administrative and clinical direction of the Nurse Administrator.</p> <p>SUPERVISION EXERCISED Administrative and Clinical Supervisor for Health Service Specialist staff and provide direction to nursing staff.</p> <p>KNOWLEDGE AND ABILITIES 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>ABILITY TO: 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>REQUIRED COMPETENCIES</p> <p>INFECTION CONTROL –</p> <ul style="list-style-type: none"> • Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. • Follows established nursing procedures to promote infection control. • Participates in unit environmental inspections and maintains a clean and safe environment. • Within the scope of licensure and certification administers PPD's and reports all results to the Public Health Office via the Health Services Specialist.

- Identifies infection/disease control educational needs of the patient and teaches basic infection control concepts

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 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.

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) X 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 –

- Demonstrate the utilization of any medical emergency equipment.

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, 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 = Discipline Specific 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.

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