

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Nursing Services		CLASSIFICATION TITLE Public Health Nurse I, Correctional Facility				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
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 supervision of the Supervising Registered Nurse II/III, Correctional Facility (CF), the Public Health Nurse (PHN) I, CF assists in planning, coordinating, and evaluating the institutional public health and infection control programs at basic institutions. The PHN I, CF provides technical assistance to institutional staff in the implementation of infectious disease control policies and procedures and conducts epidemiological investigations with the assistance and guidance of the Public Health Branch, California Correctional Health Care Services. The PHN I, CF, in collaboration with the health care team, ensures the delivery of appropriate and timely health care to patients and coordinates interdisciplinary communication to promote continuity of care. The PHN I, CF is responsible for addressing the ongoing health care needs of patients and promoting the timely, efficient, and appropriate use of health care resources.						

% 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. <i>(Use addition sheet if necessary)</i>
	ESSENTIAL FUNCTIONS
35%	Assists in planning, coordinating, implementing, and evaluating the institution's public health and infection control activities, policies, and procedures at basic institutions. Reviews new and existing federal, State, and local laws and regulations on public health issues and assists in the development of changes in Department procedures. Identifies and addresses needed changes to guidelines and protocols as necessary and makes recommendations to management to address compliance with regulations. Assists in the planning of quality assurance indicators and implementing a quality assurance program for the Public Health and Infection Control programs. Performs internal facility reviews to ensure compliance with public health policies, procedures, and practices. Monitors and audits the Monthly Signs and Symptoms check forms for patients on tuberculosis (TB) medication. Writes reports, identifies issues, makes appropriate recommendations, and monitors the completion of corrective actions.
20%	Assists in the planning and follow-up of the annual TB testing for the incarcerated and the screening of newly arrived incarcerated. In coordination and communication with the Primary Care Team (PCT), works closely with and monitors the human immunodeficiency virus positive cases and provides technical assistance to the hepatitis program, tracks all active hepatitis cases, monitors laboratory results, and provides status information as appropriate. Tracks other diseases as appropriate and/or required. Makes recommendations to the PCT and effectively communicates and collaborates with all disciplines involved in the care of the patient including members of the larger health care team in the community or other institutions. Collaborates with nursing peers, physicians, and other health care providers such as Primary Care, Specialty Services, Inpatient, Mental Health, Dental, and Receiving and Release to ensure continuity of care and prevent lapses. Utilizes decision support tools such as master registry, patient summaries, and scheduling/diagnostics reports to determine patient care needs, monitors effectiveness of treatment, and ensures appropriate clinical handoffs. Coordinates care to achieve optimal clinical and quality-of-life outcomes.
20%	Coordinates and collects data and related information and ensures that infectious and communicable disease reports are completed accurately and filed with the proper agencies on a timely basis. Liaisons with the local County Health Officers and other community public health agencies regarding infectious disease control issues impacting the community. Assists with the development of public health and infectious disease educational materials and training modules and assists with public health education and training. Provides pertinent reports to the Department's Public Health Unit as required. Provides public health education to the incarcerated and staff.
10%	Attends all trainings, meetings, and committees as directed by the Chief Nurse Executive (CNE) or designee. Participates in quality improvement activities such as chart reviews, audits, and participation on the Quality Improvement Team. Assists in the development, revision, and implementation of all policies and procedures as directed by the CNE or designee.
10%	Maintains a safe and secure work environment and follows all safety precautions and Department policies and procedures. Reports any unsafe equipment or inappropriate conduct and/or activity to management.
5%	Performs other duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, methods, and procedures of nursing as applied in public health practice and preventive medicine; causes, transmissions, and methods of control of communicable diseases, including TB and hepatitis, and sexually transmitted diseases (STD), including acquired immunodeficiency syndrome; essential diagnostic and therapeutic problems involved in the control of communicable diseases and STDs; principles and purposes of public health programs; socioeconomic problems of incarcerated person population including the disabled; long-term effects of chronic diseases; and principles of mental health.

Community aspects of nursing programs including provisions of continuity of patient care; current literature and trends in public health nursing; and functions of social and health agencies and other professions as related to public health programs.

Ability to: Work effectively with staff, the incarcerated person, and families in satisfactory solution of health problems; work in collaboration with other health professionals and autonomously; establish and maintain cooperative relations with intra- and interdepartmental agencies and other public and private health agencies; analyze situations accurately and take effective actions; communicate effectively.

Exercise independent judgment and plan, organize, and carry out public health nursing activities in an institution; and provide leadership in public health programs.

LICENSURE REQUIREMENT

Active California Registered Nurse License in good standing.

EDUCATION REQUIREMENT

Complete continuing education as required for maintenance of California Registered Nurse License and as a condition of employment (40 hours of In-Service Training and on-the-job training annually).

ADDITIONAL ESSENTIAL REQUIREMENTS

Ability to work mandated overtime hours as needed.

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- 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.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated.

Assignments may include sole responsibility for the supervision of the incarcerated and/or the protection of personal and real property.

SPECIAL PERSONAL CHARACTERISTICS

- 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. • Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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>		
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.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE