

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date
Employee Name	Division DSH-Napa		
Position No / Agency-Unit-Class-Serial	Unit A4		
Class Title Registered Nurse (Forensic Facility) MDS / OBRA COORDINATOR	Location Program 4		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R.17	Work Week Group:	Pay Differential Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions The Minimum Data Set (MDS) / Omnibus Budget Reconciliation Act (OBRA) Registered Nurse is responsible for providing direct nursing care, treatment, and rehabilitation to patients; providing direction to other personnel who assist them in providing such care; assisting physicians as directed; providing general psychiatric nursing care to patients.			
% 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; percentage must total 100%. (Use additional sheet if necessary).		
35%	<u>ESSENTIAL FUNCTIONS</u> <u>MANAGEMENT AND SUPERVISION</u> • Overall management and supervision of implementation of OBRA regulations: • Inputs patient data in accordance with Resident Assessment Instrument (RAI) rules and regulations. • Transmit completed MDS scheduled assessments to CMS using MDS software. • Provides matrix and completes resident condition form during surveys. • Develops and maintains a schedule of when assessments are due, coordinates and tracks them to timely completion, maintains current status within the Program. • Monitor resident records to ensure: • The completeness of the Resident Assessment and Care Planning process. • Compliance with the appropriate requirements of consent. • Documentation addressing Advance Directives is present. • Report deficiencies to the Supervising Registered Nurse, Social Worker or Physician, other team members, and Program Director.		
25%	<u>NURSING ASSESSMENT ACTIVITIES</u> • Performs MDS admission/annual/quarterly/significant change assessments based on patient and/or family interviews, physical		

	assessments, observation, and input from treatment team. • Demonstrates observational skills which elicit data from the patient, family, nursing, and interdisciplinary staff. • Identifies and states the patient's problems, complaints/symptoms, and personal hygiene. • Addresses the patient's status in biophysical, mental, emotional, educational, cultural, and spiritual beliefs. • Assesses the patient's need for nursing care to include restraint/ and or seclusion and administration of medication as needed. • Records assessment data in the patients' medical record according to established policy and procedure. • Observes safety and security measures and initiates/assists in security functions. <u>PROVISION OF CARE</u> • Provides a basic level of general and psychiatric nursing care to mentally ill and emotionally disturbed patients commensurate with age of patients served. • Supervises patient activities, including unit routines and specific group activities, as outlined in the nursing care plan. • Provides, structures, and maintains a therapeutic milieu in collaboration with patients and staff. • Uses therapeutic interventions and modalities to assist patients to regain or improve their adaptive skills and decrease maladaptive behavior. • Leads groups and assists other disciplines with therapy programs for patients as needed. • Applies mental health principles in establishing effective therapeutic relationships with patients. • Motivates and assists patients to develop self-reliance in activities of daily living. • Is knowledgeable of the Patient's Rights process, the potential for patient abuse, is alert for employee/ patient involvement and promptly reports any adverse or suspected behavior.
20%	<u>PLANNING AND DIRECTING PATIENT CARE ACTIVITIES</u> • Attends Treatment Planning Conference, reviews and revises Treatment Plan interventions and changes, updates patient's progress of treatment during conference. • Formulates care plans based on comprehensive nursing assessments, coordinates patient care with Treatment Planning Team. • Collaborates with the interdisciplinary team in the development and implementation of a treatment program for the patient.

* **Bolded duties, functions, skills, knowledge, and abilities have been identified as Essential Functions.**

	(Nursing care plans are developed by the registered nurse and integrated into the patient's treatment plan.) • Develops nursing care plans according to Policy and Procedure requirements.
15%	<u>PROVISION OF EMERGENCY CARE</u> • Is knowledgeable of unit and hospital emergency-care equipment and techniques. • Takes appropriate action in emergency situations. • Demonstrates and exercises skill in identification of and response to crisis management of behaviors to protect people and property. • Responds to emergency alarms in assigned response area. • Is knowledgeable of individual role in the hospital and the unit disaster plan. • Communicate with employees, visitors, families, and outside community representatives with compassion and respect. • Exercises skills in crisis intervention, including recognizing, managing, and redirecting problem behaviors for the protection of patients and staff, and property. <u>MEDICATION AND TREATMENT ACTIVITIES</u> • Within the scope of licensure and certification, performs nursing procedures such as administering medications and treatments, including oral medications, hypodermic injections, blood glucose monitoring (finger stick), catheterization, enemas, G-Tube feeding, oxygen administration, intravenous medications, central line care, suction, tracheostomy care, wound care and taking & recording of vital signs. • Observe for side effects, adverse reactions and intervene as appropriate. • Maintain infection control practices. <u>CONTINUOUS QUALITY IMPROVEMENT</u> • Participates in quality assessments of nursing interventions for the biophysical, psychological, environmental, self-care, cultural and educational needs of patients. • Provides data in accordance with hospital policy to authorized individuals or committees as assigned. • Participates in unit safety and security inspections.

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5%	<u>MARGINAL FUNCTIONS</u> Escort patients (for medical needs) Attend training as scheduled regarding SNF regulations to keep abreast of changes and modifications to regulations. All other duties and special projects as assigned consistent with this classification.
Other Information	<u>SUPERVISION RECEIVED</u> The Registered Nurse works under the administrative supervision of a designated shift supervisor, the clinical supervision of the Health Services Specialist, and the general supervision of a Unit Supervisor or Supervising Registered Nurse. If the Registered Nurse is the designated shift supervisor, the Registered Nurse works under the clinical supervision of the Health Services Specialist, and the administrative supervision of a Unit Supervisor or Supervising Registered Nurse. <u>SUPERVISION EXERCISED</u> The Registered Nurse MDS / OBRA COORDINATOR under direction of the Supervising Registered Nurse, is responsible for the overall facilitation and supervision of the OBRA process and may provide clinical supervision of Licensed Psychiatric Technicians, Licensed Vocational Nurses, and non-licensed nursing employees assigned to a unit. The RN may be designated as relief shift supervisor or acting Shift Lead. <u>KNOWLEDGE AND ABILITIES</u> KNOWLEDGE OF: Professional nursing principles and techniques; hospital routine and equipment; medicines and narcotics; custody procedures, public and property protection policies. ABILITY TO: Apply nursing techniques; observe and record symptoms and behavior; keep records and prepare reports; gain the interest, respect, and cooperation of clients/ patients; learn and apply sound judgement in situations requiring the protection of persons and property. <u>REQUIRED COMPETENCIES</u>

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PHYSICAL

The incumbent must possess the necessary physical, mental, and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position.

This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing, and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

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

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

AGE-SPECIFIC COMPETENCIES

- Possesses the skill and knowledge needed to assess and evaluate the effects of medication and treatment interventions of the young, middle, and older geriatric adult.
- Provides treatment commensurate with the psycho-social, educational, and functioning needs of the age groups within the young, middle, and older geriatric adult.
- Provides services commensurate with age of individuals served. Demonstrates knowledge of growth and development of the following age categories:
 - Geriatric: Assesses confusion in a geriatric patient taking into consideration medical or physical causes.
 - Adult: Assess, documents, plans, and evaluates the effects of altered psychosocial role resulting from the patient's dependent, hospitalized status.

SITE SPECIFIC COMPETENCIES

- MDS 3.0
 - Assessment, planning, interventions, and evaluation of nursing care.
- Member of the Interdisciplinary Team

TECHNICAL PROFICIENCY (SITE SPECIFIC)

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- Use of MDS software (Point Click Care)
- Basic Computer skills
- Medical Equipment Usage

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 and maintain a valid license to practice as a Registered Nurse issued by the California Board of Registered Nurses**

TRAINING - Training Category = A

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

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

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 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

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	indicating the presence of infection and can safely perform their essential job functions. Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. 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). Signature_____ Employee's 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. Signature_____ Supervisor's Signature Date_____

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