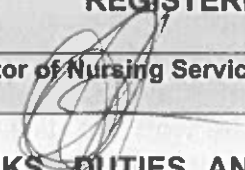


**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

**CLASSIFICATION:
REGISTERED NURSE (SAFETY)**

Approved by Coordinator of Nursing Services – Amy Oquendo
Signature: 

Date Approved:

10/3/24

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Registered Nurse – (Safety) (RN) employees are responsible for providing direct and indirect 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** and participate in the milieu treatment structure of **patients**. **Provide intervention within RN scope and standards of practice and per facility policies & procedures.**

35% RN's function as integral member of the multidisciplinary **Treatment Team** to provide an integrated milieu treatment program for the **patients**. The RN will complete areas of the **patients Treatment Plan** that require nursing care including but not limited to **treatment, interventions, and response to interventions as well as attend treatment team meetings**. Identifies and develops Nursing Diagnosis and prepare **Nursing Care Plans per policy**. Conducts and documents on interdisciplinary notes monthly summaries of **patient's** clinical and **psychiatric** needs, progress, review of medications and effects, current condition. **Document daily or as needed any change of condition the patient experiences and document reassessments as needed**. Works with physicians/psychiatrists to complete sick call and assess patients with health or psychiatric concerns. Perform audits as necessary.

30% Performs numerous and varied nursing procedures and interventions **within RN scope of practice including but not limited to:** observing and assessing **patients** physical condition and behavior and reporting significant changes to the physician and recording assessment findings in the nursing notes in the **patients** record; Assesses and records **patient** acuity ratings; assesses the need for emergency behavioral interventions such as Seclusion and Restraint and authorizing Restraint and Seclusion; prepares and cares for **patients** during medical treatment and/or psychiatric interventions; functioning as first responder and giving first aid and CPR; **blood withdrawal**, administers medications including oral medications and **immunization** and intravenous infusions as necessary and follows infection control and bio-hazardous waste procedures as needed. **Respond to medical emergencies and provide interventions per hospital policy & procedure, RN scope of practice and standards of practice.**

DUTY STATEMENT: REGISTERED NURSE (SAFETY)

437-XXX-8094-XXX

Revision Date: 05/21/2026

Page 2 of 5

- 15%** Helps to create a clean, safe and therapeutic environment for **patients**; applies mental health principles and relationship security with **patients**; develops, encourages participation in, and supervises activities, such as on-the unit group and **patient** program activities; assists **other disciplines** in occupational, recreational, vocational, and educational therapy programs for **patients**; motivates and assists **patients** with activities of daily living; follows safe work practices; protects **patients** and others from personal injury; orders supplies as needed; keeps records; and participates in in-service training programs.
- 10%** Observes and intervenes in **patient** behavior that may injure people, damage property or signal impending escape attempts, applies and demonstrates knowledge of correct methods of Therapeutic Strategy Intervention (TSI), including **patient** containment, heavy lifting, applying restraints, and responding to emergency situations throughout the hospital.
- 5%** Assists in the clinical training and mentoring of new RN's, Pre-Registered Nurses, Psychiatric Technicians, Psychiatric Technician Students, Psychiatric Technician Training Candidates, Psychiatric Technician Trainees, Psychiatric Technician Assistants, Licensed Vocational Nurses and other ancillary staff.
- 5%** Performs custody tasks including supervision of patient activities, escorts patients in the facility, distributes and inspects patients' mail for hazardous contraband, performs shakedowns; i.e., searching for drugs, contraband, weapons and inspecting facilities to identify security breaches that could lead to the escape of a **patient**.

Other duties as assigned including but not limited to: assist in courtyard supervision, tasks that require repetitive motion, carrying items that weigh up to 30 pounds. **Perform duties as assigned.**

2. SUPERVISING RECEIVED:

Under the general supervision of the Unit Supervisor (Safety); and receives clinical direction from Health Services Specialists.

3. SUPERVISION EXERCISED:

Assists with clinical supervision of Pre-Registered Nurses (Safety), Psychiatric Technicians (Safety) and Licensed Vocational Nurse (Safety).

4. KNOWLEDGE AND ABILITIES:

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 forensic clients, patients, or inmates; learn and apply sound judgment in situations requiring the protection of persons and property.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever 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 of controlling the spread of pathogens appropriate to job class and assignment.

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

CPR: Maintain current certification.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

DIVERSITY, EQUITY, AND INCLUSION: Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

RELATIONSHIP SECURITY: Demonstrates 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.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper,

electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES:

- Clinical Skill Competencies
- Computer Skills

TECHNICIAN PROFICIENCY (SITE SPECIFIC):

- Demonstrates knowledge of:
- IVAC, Blood Glucose Monitor, O2 Delivery /Suction, AED, Gurney & Backboard.
- Emergency Equipment
- 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 **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 **patients**
- Follow directions
- Keep appropriate records
- Develop clear and concise reports of incidents
- Analyze situations accurately and take effective action.

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a Registered Nurse license. Any failure to do so may result in termination from Civil Service.

7. **TRAINING:**

Training Category – 1 – Training Procedure No. 03-11.

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

8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.

DUTY STATEMENT: REGISTERED NURSE (SAFETY)

437-XXX-8094-XXX

Revision Date: 05/21/2026

Page 5 of 5

3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. 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.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date