

CANYON SPRINGS DUTY STATEMENT

EMPLOYEE NAME	PROGRAM/SECTION - POSITION NUMBER
CIVIL SERVICE TITLE CLASSIFICATION HEALTH SERVICES SPECIALIST	SUPERVISION RECEIVED BY COORDINATOR OF NURSING SERVICES
POSITION TITLE HEALTH SERVICES SPECIALIST	SUPERVISION EXERCISED Yes___ No <u>X</u>
GENERAL STATEMENT OF DUTIES: Performs ongoing monitoring, assessing and derives appropriate recommendations for the maintenance of quality nursing services with primary emphasis on the physical and psychosocial needs of the clients in Canyon Springs. Practice is guided by the standards of the California Board of Registered Nursing and the Nursing Practice Act.	
PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement including two-person wall containment with resistive clients up to 350 lbs for up to 10 minutes; able to safely contain one limb of a combative client up to 5 minutes; push/pull/lift up to 50 lbs. (including laundry or medication carts); able to quickly respond to alarm within 200 feet (occurs several times daily) in interior of building; able to run 100 yards; able to assist a client to a standing position up to 350 lbs; able to bend/squat up to 5 minutes.	
TYPICAL WORKING CONDITIONS: Daily on-going direct interaction with clients with developmental disabilities who may display severe behavior problems. Requires walking, relocating to different areas of the facility and sitting extended periods of time. Operates an automobile on hospital visits and various office equipment such as, computers, fax machines and copiers. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a clinical nursing environment.	
STATEMENT OF UNDERSTANDING: This duty statement including the essential duties and performance standards has been reviewed by undersigned. The employee's signature indicates his/her ability and willingness to fulfill the duties of this classification.	

ESSENTIAL DUTIES

Maintain a safe and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality and physical / emotional well being of all individuals. This essential function will be ongoing when performing the following duties:

- 60% Monitors the delivery of nursing services in Canyon Springs. Evaluates client's health needs and develops plans of care whose standards based on the steps of the nursing process. Prepares required documentation for medical nursing assessments, health care plans and other documentation as required. Advises in the prevention, detection and control of communicable disease.
- 20% Participates as a member of the Interdisciplinary Team in the development and provision of active treatment as required by the Individual Program Plan. Attends planning meetings and special treatment conferences as required. Makes recommendations concerning the health needs of the client.
- 10% Responds immediately and provides nursing assessment in medical emergencies when requested. Completes required documentation. May act as liaison between the facility and acute hospital to monitor the progress of the clients who are temporarily transferred for acute care.
- 4% Acts as a resource person and provides consultation to Level of Care staff, Level of Care professional staff and other facility staff regarding nursing services and physical care needs of the client, when requested. Identifies, develops and provides in-service training for Level of Care staff and clients.
- 3% Responds to PALS alarm and assists with physical containment and restrictive interventions using ATCM techniques.
- 2% Monitors and evaluates the quality of care provided and the effectiveness of nursing practice via performing nursing audits in accordance with facility policy and procedures.

- 1% Acquires and maintains current knowledge of nursing practice. Participates in ongoing educational activities related to clinical knowledge and professional issues.

NON-ESSENTIAL DUTIES (This list may not include all other duties required)

1. Able to use a computer.
2. Conduct periodical medical equipment inventories and maintain stock.
3. Phlebotomy when requested.
4. Maintain immunization program.
5. Evaluate equipment function such as emergency carts, suction machine and Automatic External Defibrillators.
6. Generates reports when requested.
7. Medication administration such as Immunizations, Intramuscular injections and treatments.

Minimum Qualifications:

Possession of the legal requirements to practice as a professional Registered Nurse in California as determined by the California board of Registered Nursing. Must have either a Bachelor of Science degree in a health-related field and one year of nursing experience working with mentally or developmentally disabled persons; or one year of experience performing the duties of a nursing classification comparable in level of responsibility to a RN, Range B in a California state hospital working with mentally or developmentally disabled persons; or one year of experience directing the nursing services of a State hospital level-of-care unit during an eight-hour shift working with mentally or developmentally disabled persons.

Employee RN-HSS

Date

Coordinator of Nursing Services

Date