

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA**

JOB CLASSIFICATION: NURSE INSTRUCTOR

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

To teach, give training, and provide direction to nursing service staff and student professional nurses in a staff development and continuing education program; and, do other related duties.

25%

INSTRUCTION

Teaches theory and clinical skills in classroom and patient care settings to Registered Nurses, Licensed Vocational Nurses, Psychiatric Technicians, and other nursing and ancillary staff in areas identified as necessary for the overall nursing care of mentally ill patients. This includes pertinent policies and procedures directly related to patient care. Reviews on-the-job training of nursing staff. Participates as needed in tutoring and mentoring of various levels of nursing staff.

25%

ORIENTATION

Provides orientation and competency validation in classroom and direct patient care settings to newly hired nursing staff.

20%

CURRICULUM DEVELOPMENT AND PLANNING

Plans, develops, and organizes educational courses in general and psychiatric nursing principles and techniques. Develops learning materials appropriate for instructional use in classroom and patient care settings.

20%

ASSESSMENT AND EVALUATION

Designs tests, interprets results, and evaluates achievement of course objectives in classroom and patient care settings. Plans and evaluates students' overall educational experiences in classroom and patient care settings. Works with management, educators, and community representatives to identify and address educational needs and competency requirements of nursing staff.

10%

OTHER RELATED DUTIES

Assists in developing nursing policies and procedures. Promotes and maintains effective working relationships with all hospital departments and public agencies. Represents the Training and Education Center (TEC) at various meetings and committees, and serves on teams as

Revised 06/10/2016

* **Bolded duties have been identified as Essential Functions.**

DUTY STATEMENT – NURSE INSTRUCTOR

Page #2

needed.

0% **SITE SPECIFIC DUTIES**
None.

0% **TECHNICAL PROFICIENCY**
None.

2. SUPERVISION RECEIVED

The Nurse Instructor functions under the general direction of the Training Officer II or the Psychiatric Nursing Education Director.

3. SUPERVISION EXERCISED

The Nurse Instructor does not exercise supervision.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

General and psychiatric nursing principles and techniques in planning, organizing, and conducting educational courses in general and psychiatric nursing and related subjects; and, medical and psychiatric terminology.

ABILITY TO:

Apply the principles, methods, and techniques involved in conducting training courses in general and psychiatric nursing and related subjects; supervise on-the-job training of students; evaluate the progress of students; communicate effectively; and, keep records and prepare reports.

5. REQUIRED COMPETENCIES

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.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (TSI).

CULTURAL AWARENESS

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

SITE SPECIFIC COMPETENCIES

None.

Revised 06/10/2016

*** Bolded duties have been identified as Essential Functions.**

DUTY STATEMENT – NURSE INSTRUCTOR

Page #3

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

6. 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 nurse in California as determined by the California Board of Registered Nurses.

7. TRAINING - Training Category = A

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

8. 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, and the public; and,
- 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 indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Reviewing Supervisor
Signature

Print Name

Date

Revised 06/10/2016

* **Bolded duties have been identified as Essential Functions.**