

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Medical Services		CLASSIFICATION TITLE Nurse Practitioner, 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 Chief Physician and Surgeon, Correctional Facility (CF) the Nurse Practitioner (NP), CF assesses and manages the health care needs of patients in ambulatory, inpatient, and specialized clinical settings. The NP, CF performs physical examinations and therapeutic procedures; interprets routine laboratory and imaging results; and educates and counsels patients regarding matters pertaining to their physical and mental health. The NP, CF may also be assigned call duties with back up supervision by a physician manager.						
% 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					
55%	Evaluates and treats an assigned panel of patients including co-managing more complex and higher risk patients in consultation with a designated physician. Obtains and reviews relevant medical histories. Performs physical examinations and minor procedures within the approved guidelines, protocols, and NP scope of practice standards and conducts preventative screening procedures based on age of the patient and other clinical factors. Formulates the appropriate differential diagnoses based upon the history, physical examination, and diagnostic results. Develops and implements appropriate treatment plans. Orders appropriate diagnostic tests (e.g., laboratory, x-ray, electrocardiogram) and accurately interprets test results. Identifies and orders appropriate					

	pharmacologic agents, adhering to the California Department of Corrections and Rehabilitation (CDCR) statewide formulary as clinically appropriate. Conducts patient rounds in the inpatient setting. Performs disability evaluations and determines suitability for duty assignments. Performs minor procedures, delivers urgent and emergency care, and performs specialty examinations or consults as assigned including patients referred to higher levels of care for psychiatric and behavioral reasons. Completes appeal responses and other documentation in accordance with Department policy. Makes appropriate referrals to other health professionals and community agencies upon a patient's release from CDCR. Responds to medical emergencies within the prison.
20%	Documents detailed assessments and treatments provided for each patient. Requests, reviews, and maintains medical records in accordance with Department policies and procedures. Monitors patients to determine the effectiveness of the plan of care. Reassesses and modifies the plan of care as necessary to achieve medical and health goals. Consults with a supervisory or collaborating physician on medical treatments. Promotes patient participation in the plan of care, and counsels and educates patients on health behaviors, preventive and self-care skills, and treatment options.
20%	Participates in multidisciplinary care conferences and professional practice and process improvement meetings including but not limited to Daily Huddles, Population Management Working Sessions, Quality Management Subcommittees, and Peer Review forums. Assists in updating standardized procedures as necessary. Effectively uses the Electronic Health Record System, patient registries, and other care tools. Attends training and continuing education sessions as directed by management.
5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Current trends and concepts of professional nursing practices; laws and regulations relating to the NP scope of practice; principles and practices of clinical assessment of common health problems; principles of mental health; causes, treatment, and prevention of communicable diseases, chronic diseases, mental illness, and other disabling conditions; and continuity of patient care, and the community health care resources. <i>Ability to:</i> Work effectively with patients to assist them in solving physical, mental, and social health problems; communicate effectively; prepare clear and concise reports; recognize social problems which affect health; instruct in the prevention of disease, good health practices, and the health care of an ill or injured person; participate in the development of standardized procedures; construct and interpret a medical history; perform physical assessments, evaluate patient behavior, perform and interpret laboratory tests, and identify problems and develop and implement treatment plans for patients; and maintain effective working relationships with health care professionals and others. LICENSE REQUIREMENT Possession of a current license as a Registered Nurse in California and possession of a current certification as an NP by the Board of Registered Nurses. DESIRABLE QUALIFICATIONS Perform appropriate procedures within the NP, CF scope of practice and be willing to mentor and assist in training other medical staff. 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 Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, the incarcerated, or the public. 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