

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Nursing Services – Infection Prevention and Control		CLASSIFICATION TITLE Registered Nurse, 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 general direction of the Supervising Registered Nurse II/III, Correctional Facility (CF), the Infection Prevention and Control Registered Nurse (RN), CF is responsible for assessing, planning, implementing, and evaluating infection prevention and control activities. The Infection Prevention and Control RN, CF organizes and provides necessary nursing care in accordance with health care policies and procedures, program requirements, and regulations. The Infection Prevention and Control RN, CF is responsible for addressing the ongoing health care needs of patients, working with physicians and other health care providers, and promoting the efficient, appropriate, and cost-effective use of health care resources.						
% 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						
45%	Provides surveillance, observation, and on-going assessment of patients with infectious diseases and recommends treatment consistent with their physical and psychological status. Monitors and evaluates the effectiveness of patients' treatment regimens and documents progress. Provides surveillance, observation, and ongoing environmental assessment of health care areas and recommends mitigation strategies. Ensures compliance with Department policies and procedures. Collaborates with others to promote compliance, continuity, and quality of program and patient care. Conducts and documents audits for compliance with infection prevention and control policies and					

35% 10% 5% 5%	communicates findings to staff. Assesses, provides, and evaluates training for health care and institutional staff related to infection prevention and control as identified in nursing audits and quality improvement evaluations, and new Department policies and procedures. Educates health care and institution staff about the risk, prevention, transmission, and control of infections, and disease-specific care. Collects, analyzes, and interprets infection prevention and control data, and prepares reports as necessary or required by law, rule, regulation, or Department policy. Collects and maintains data and related information to prepare and maintain staff training records as required. Interacts and communicates with the Public Health Nurse, physicians, peers, and other health care providers in addressing infection prevention and control. Provides and documents patient education related to infection prevention and control. Attends all trainings, meetings, and committees as directed by the Chief Nurse Executive (CNE) or designee. Participates in quality improvement activities such as chart reviews, audits, and participation on the Quality Improvement Team. Assists in the development, revision, and implementation of all policies and procedures as directed by the CNE or designee. Maintains a safe and secure work environment and follows all safety precautions and Department policies and procedures. Reports any unsafe equipment or inappropriate conduct and/or activity to management. Performs other infection prevention and control duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Professional nursing principles and techniques; disease process and treatment modalities; appropriate administration of medications; principles and procedures of infection control; and principles of effective verbal, written, and group communications. <i>Ability to:</i> Apply nursing principles and techniques; assess, evaluate, and record symptoms and behavior; plan, organize, and direct the work of others; analyze situations accurately and take effective action; and maintain effective working relationships with health professionals and others. LICENSURE REQUIREMENT Active California Registered Nursing License in good standing. EDUCATIONAL REQUIREMENT Complete continuing education as required for maintenance of California Registered Nursing License and as a condition of employment (40 hours of In-Service Training and on-the-job training annually). ADDITIONAL ESSENTIAL REQUIREMENTS Ability to work mandated overtime hours as needed. 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 Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional)

situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated.

Assignments may include sole responsibility for the supervision of the incarcerated and/or the protection of personal and real property.

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 HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

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