



**The OFFICE OF THE INSPECTOR GENERAL
Registered Nurse, Correctional Facility**

Duty Statement

Classification Registered Nurse, Correctional Facility	Working Title Regional RN Inspector
Office/Unit/Section Medical Inspection Unit	Region North
Position Number 297-001-9275-XXX	Geographic Location Sacramento
Incumbent Vacant	Effective Date November 2026

SECTION A: GENERAL DESCRIPTION

Under the general direction of the Supervising Registered Nurse II (SRN II) of the Medical Inspection Unit (MIU), who is located at headquarters (HQ) in Sacramento, the incumbent will work primarily on the compliance component of the Office of the Inspector General's (OIG) medical inspection program. Working with a team of physicians, Nursing Consultants, Program Review (NCPRs), Deputy, Analysts, and other Registered Nurses, Correctional Facility (RNs), the incumbent will serve as a technical expert evaluating the provision of medical care in adult correctional institutions operated by the California Correctional Health Care Services (CCHCS)/Department of Corrections and Rehabilitation (CDCR) and conduct onsite medical inspections at CDCR institutions within his or her assigned regional location. From the assigned OIG regional office location, the incumbent will document inspection testing results and draft written summaries of those results for the OIG's public medical inspection reports. The incumbent will assess each assigned institution's delivery of medical care based on its compliance with certain CCHCS policies and procedures and identified professional standards and guidelines in accordance with the OIG's medical inspection compliance tool and methodologies. During inspections, the incumbent will provide medical expertise to other team members and travel to correctional institutions, OIG regional offices, and other locations as necessary.

SECTION B: SPECIFIC ASSIGNMENTS (w/ESSENTIAL (E) and MARGINAL (M) FUNCTIONS)

40%	(E) – Using technical knowledge and skills, the incumbent will plan and conduct the onsite inspection for the compliance component of the OIG’s medical inspections at assigned institutions to evaluate institutions’ medical operations for compliance with policies and procedures of CCHCS and CDCR. Following methodologies identified in the OIG medical inspection compliance tool, the incumbent will travel to remote prison institutions throughout California and conduct interviews, observe practices, and perform testing within all clinical care areas and pharmacy areas to assess the clinical environment and related services provided to inmate-patients at the institution; confirm the institution’s clinical staff adherence to policies and procedures and standards of nursing practice for medication security and medication administration protocols; and consult with and provide technical expertise, as needed, to other team members assigned to the inspection, including HQ Compliance Nurses, editors, clinicians, and analysts.
40%	(E) – The incumbent will use a metric-oriented medical inspection compliance tool to conduct the inspection and document the testing results on OIG Tracking Reporting System (OTRS) that are objectively scored to measure each prison’s adherence to CCHCS policies and procedures. After entering the results into OTRS, the incumbent will draft written summaries of testing results for the OIG’s public medical inspection report. The written summaries will include identified deficiencies and recommendations regarding each prison’s medical operations and shall be complete and accurate, with correct grammar and spelling.
15%	(E) – Throughout the inspection process, the incumbent will update the SRN II on the inspection status and participate in onsite entrance and exit conferences with institutional management to communicate the inspection process and results. The incumbent will also participate in the institution’s ratings meeting. The incumbent will travel to assigned institutions, OIG regional offices, and other locations as needed.
5%	(E) – Under the direction of the Supervising Registered Nurse II, the incumbent will perform the following tasks: - Analyze CCHCS’s revised and new policies and procedures to determine if changes need to be made to the compliance medical inspection tool. - Assist in developing recommendations and implementing changes to the compliance medical inspection tool. - Assist with the development of the end-of-cycle summary report. - Interact with the Oversight, C-ROB, and Intake (OCI), Discipline Monitoring Unit (DMU), Force Accountability and Compliance Team (FACT), Audit Team (AT), and Special Assignments Team (SAT) regarding medical issues arising from those programs and provide medical expertise to establish OIG response or recommendations. - Other duties as required to fulfill the operational needs of the department.

SECTION C: SUPERVISION RECEIVED

The incumbent will be supervised under the general direction of the Supervising Registered Nurse II. On occasion, the incumbent will be supervised by the MIU NCPR Compliance Supervisor.

SECTION D: SUPERVISION EXERCISED

Not applicable.

SECTION E: OTHER INFORMATION

The incumbent is 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. The incumbent should possess the ability to walk, sit, or stand for extended periods while conducting onsite inspections in the correctional institutions. The incumbent will be required to perform overnight travel and visit maximum-security prison areas.

The incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to OIG management needs. This position has access to confidential or sensitive information, and the individual occupying this position is expected to maintain the privacy and confidentiality of such information at all times. The incumbent must possess the ability to establish and maintain a professional demeanor with co-workers and stakeholders.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name & Classification