

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name Vacant		Division		
Position No / Agency-Unit-Class-Serial 480-xxx-xxx-xxx		Unit		
Class Title Analyst II IM/RM Specialist		Location Standards Compliance		
Subject to Conflict of Interest ☐ Yes ☐ No		CBID	Work Week Group:	Pay Differential
Other				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Supervising Registered Nurse-Risk Manager, the Analyst II is responsible for the ongoing monitoring and implementation of WaRMSS Risk Management. The Analyst II validates for completeness and accuracy the implementation of Incident and Risk Management and internal validation processes.				
% 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; percentage must total 100%. (Use additional sheet if necessary).			
40%	Risk Management and Triggers/Monitoring WaRMSS Module: • Monitor the Risk Management, Triggers/Monitoring Module in WaRMSS. • Reviews all Incident Management Reports (IM) and the 24-hour Nurse on Duty log for key indicators and triggers events as indicated in DSH Administrative Letters, Special Orders and DSH-Napa Administrative Directives. • Facilitates/Attends all Risk Management Meetings in accordance with DSH Administrative Directives (Program Review Committee, Psychology Specialty Services Committee, Enhanced Trigger Review Committee, Medical Risk Management Committee, Facility Review Committee, Quality Council, etc.) as well as various other committees as assigned. • Monitors and tracks all risk-related incidents identified in WaRMSS and 24-hour NOD logs.			
25%	The Analyst II / IMRM Specialists provide WaRMSS Incident Management training to staff (individually or in groups) through explanation, demonstration and observation of learners' performance of the tasks. IM specific training is provided to individual staff daily, or on an as needed basis, based on issues found during the scrubbing process.			

30%	Frequent use of Microsoft Word/Excel in data entry and report writing for the various databases is necessary. The Analyst II will compile a program specific Program Review Committee (PRC) list of all incidents that meet the criteria for review. Meetings will be set up, held, and minutes recorded by the Analyst II. Communicates positively and effectively with the team, unit staff, and program management. Work as a team in the Incident Management/Risk Management program in the Standards Compliance department. Demonstrates the ability to maintain professional relationships with peers and managers and to assist them with problem solving. Varied work-related projects as assigned by the Supervising Registered Nurse or Standards Compliance Director including but not limited to conducts audits on various hospital issues; fulfill special requests for information; serve as project leader as needed; maintain familiarity with current activities, emerging issues and future plans related to Performance Improvement.
5%	Perform other duties as assigned such as varied-work related projects as assigned by the Executive Director, the Standards Compliance Director, or the Supervising Registered Nurse.
Other Information	SUPERVISING RECEIVED: Supervising Registered Nurse SUPERVISING EXERCISED: The Analyst II position is non-supervisory but may act as a project leader or as a lead person over a small group of equivalent or lower-level positions. KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Principals and practices of public administration, and budgetary preparation and control; methods of clinical treatment of mentally disabled clients; mental health planning and procedures; social aspects of mental and emotional disturbances and mental deficiency; current trends in mental health, public health, public welfare, and governmental budgeting. ABILITY TO: Work with community or forensic mental health administrators to improve mental health services; analyze situations accurately and take effective action; develop cooperative working relationships with community or forensic mental health administrators and health professionals; interpret mental health related laws and their application to program situations; work effectively with clients; communicate effectively. REQUIRED COMPETENCIES: ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the workplace that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy and suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of Patients' protected Health Information and other individually identifiable health information, whether paper, electronic, or verbal in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: Knowledge in WaRMSS, Incident Management, Treatment Planning process, and auditing. Demonstrate the ability to plan, deliver, and document individualized and group teaching to staff members and individuals.

TECHNICAL PROFICIENCY (SITE SPECIFIC): Knowledge of Microsoft Word, Microsoft Excel. Power Point PLATO software, Email, and internet.

LICENSE OR CERTIFICATION: Not Applicable

TRAINING: Training category D The employee is required to keep current with the completion of all required training.

WORKING CONDITIONS:

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences
- Maintain professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients and the public.
- The work entails routinely encountering patients and interacting with staff throughout the facility; thus, sensitivity and tolerant even temperament is required.
- 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. 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 Office of Human Rights). ____{{Signature1}}____ Employee's Signature Date __{{Date1}}____ I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. ____{{Signature2}}____ Supervisor's Signature ____{{Date2}}____ Date