

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Nursing Services - Correctional Treatment Center (Medical)		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)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.						
PRIMARY DOMAIN:						
Under the supervision of a Supervising Registered Nurse II/III, Correctional Facility (CF) and the direction of the Shift Lead Registered Nurse (RN), CF, the Correctional Treatment Center (CTC) RN, CF organizes and provides necessary nursing care in accordance with health care policies and procedures, program requirements, and regulations. The CTC RN, CF in collaboration with the CTC care team ensures the delivery of appropriate and timely health care to patients in the inpatient setting. In collaboration with the Primary Care Team (PCT), coordinates interdisciplinary communication to promote continuity of care. The CTC RN, CF is responsible for addressing the ongoing health care needs of patients and for promoting the timely, efficient, and appropriate 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						

40%	Provides nursing care to all patients in the CTC which may include end-of-life care. Performs disease prevention and infection prevention and control activities for all patients in all settings. Assesses, plans, implements, monitors, and evaluates the patient to develop an appropriate, individualized Plan of Care. Reviews clinical information to evaluate the effectiveness of the care provided. Continuously assesses the patient to determine care needs and ensure the correct level of care placement. Educates and coaches patient in self-care, wellness, symptom, and disease management. Serves as a patient advocate.
40%	Participates in the CTC care team meetings and effectively communicates with all disciplines involved in the care of the patient. Delegates nursing care activities to appropriate nursing staff in the CTC. Utilizes decision support tools such as master registry, patient summaries, scheduling and diagnostics reports, and other tools to monitor effectiveness of treatment plan. Adjusts plan of care in collaboration with the CTC care team. Collaborates and coordinates with other nursing peers such as Specialty Services, PCT, Utilization Management, and Mental Health for discharge planning to ensure continuity of care and prevent lapses.
10%	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.
5%	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.
5%	Performs other 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