

Employee Name:

DUTY STATEMENT DEPARTMENT OF STATE HOSPITALS - NAPA

JOB CLASSIFICATION: Registered Nurse (Safety) (ECT/Recovery)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Registered Nurses are responsible for providing direct nursing care, treatment and rehabilitation to patients; providing direction to other personnel who assist them in providing such care; assisting physicians as directed; and providing general psychiatric nursing care to patients.

50%	Assists and works with Psychiatrists, Anesthesiologist, and Physicians in clinical examinations and Electroconvulsive Therapy (ECT); performs procedures accurately, completely and safely according to established policy and procedures and Physician orders; and keeps surgical and clinical records. Orders drugs and supplies for ECT/Surgical Clinic. Creates and maintains a sterile and safe environment in the surgical and clinic areas, and cares for and maintains surgical instruments, dressings, surgical supplies, and medical equipment. Supervises patients and assists Medical staff with pre and post-operative nursing; reviews charts and consents pre-operatively for ECT/surgery procedures; observes and reports patients' progress pre and post procedures; provides peri-anesthesia treatment information to patients, the patient's family (if applicable), and unit staff.
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30 %

PROVISION OF CARE

- **Provides general and psychiatric nursing care to mentally disabled and/or developmentally disabled patients utilizing established nursing and mental health principles to apply therapeutic interventions and modalities. Demonstrates basic understanding and application of nursing requirements of the adult and geriatric patients including, but not limited to:**
 - Acute and chronic medical and psychiatric conditions;
 - Need for crisis intervention including resistive/assaultive behavior, self-injurious behavior and suicidal behavior;
 - Proper seclusion and restraint techniques;
 - Fluid and electrolyte imbalance;
 - Seizure care;
 - Diabetic care;
 - Hygiene and grooming skills;
 - Individuals served and family education;
 - Safety and security issues; and

Revised 04/15/2021

***Bolted duties have been identified as Essential Functions.**

- Escort responsibilities.
- Utilizes nursing process (assessment and reassessment, diagnosis, planning, intervention and evaluation) in providing nursing care.
- Collaborates with members of the interdisciplinary team in the identification of discharge barriers, development and implementation of interventions and discharge criteria as reflected in the care plan.
- In collaboration with other disciplines, provides, structures, and maintains a therapeutic milieu, supervises patients served activities, and assists other disciplines in the provision of care.
- Motivates and assists patients to develop self-reliance in activities of daily living.
- Within the scope of licensure and certification, performs nursing procedures such as administering medications and treatments, including oral medications, hypodermic injections, intravenous administrations, nasogastric tube insertions, blood glucose monitoring, catheterizations, and nasogastric administrations including safe and effective utilization of medical equipment following Napa State Hospital's policy and procedure.
- Intervenes with the patients in order to avert injuries or property damage.
- Accurately assesses the patients and authorizes the use of seclusion and/or restraint.
- Takes appropriate action in emergency situations based on unit and hospital procedures.

10%

ASSESSING/RECORDING/REPORTING ACTIVITIES

- Assesses individuals for pain and assists in management of pain. Educates patients and families, when appropriate, about their roles in managing pain and the potential limitations and side effects of pain treatments.
- Initiates, completes, reviews and updates nursing assessments on individuals served as assigned.
- Based on nursing diagnoses, incorporates identified nursing issues into the care plan.
- Evaluates and documents the patients' response or lack of response to treatment.
- Reports to the Shift Lead and/or Unit Supervisor or Supervising Registered Nurse, Health Services Specialist, physician or other appropriate staff significant changes in patients' behavior or health status.

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- 5% Provides coverage in Department of Medicine and Ancillary Services (MAS) clinics and the Employee Occupational Health Clinic (OHC), including, but not limited to:
- Assessing employees for work related injuries and providing basic first aid.
 - Administering vaccinations to employees.
 - Assisting the Nurse Practitioner/Physician with pre-employment physicals and annual health screening evaluations.
 - Preparing tools and equipment for clinics.
 - Assists Medical consultants and clinic providers with patients during clinic appointments.
 - Performs Physical Abilities testing (PAT) to pre-employment candidates.
 - May perform Fibroscan imaging on patients.
 - Participation in Quality Improvement Activities.
 - Assists in the identification of training needs and the provision of in-service training.

% **TECHNICAL PROFICIENCY**
Fibroscan certification.

2. SUPERVISION RECEIVED

The Registered Nurse functions under the Supervising Registered Nurse or Nursing Coordinator.

3. SUPERVISION EXERCISED

- The Registered Nurse may be assigned to clinically supervise Psychiatric Technicians or Licensed Vocational Nurses.
- The Registered Nurse may be designated as Shift lead, acting Shift Lead or relief shift lead.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Professional nursing principles and techniques; hospital routine and equipment; medicines and narcotics; custody procedures, public and property protection policies.

ABILITY TO:

Apply nursing techniques; observe and record symptoms and behavior; keep records and prepare reports; gain the interest, respect, and cooperation of patients; learn and apply sound judgment in situations requiring the protection of persons and property.

Revised 04/15/2021

***Bolded duties have been identified as Essential Functions.**

5. REQUIRED COMPETENCIES:

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

AGE SPECIFIC

Provides services commensurate with age of patients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent ☒ Adult ☒ Geriatric

- **Geriatric: Demonstrates awareness of the effect of anesthesia on a geriatric patient.**
- **Adult: Demonstrates an ability to communicate effectively with an adult psychiatric patient when explaining anesthesia procedures.**

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (TSI).

RESTRAINT AND/OR SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

ECT Recovery Nurse competency.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

EKG proficiency, Physical Abilities Testing (PAT), ACLS certification, CPAN (Certified Peri-Anesthesia Nurse) Certification.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- **Possess legal requirements to practice as a professional nurse in California as determined by the California Board of Registered Nurses.**

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7. **TRAINING** - Training Category = A

The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS**

EMPLOYEE IS REQUIRED TO:

- report to work on time and follow procedures for reporting absences;
- maintain a professional appearance;
- appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and
- Comply with hospital policies and procedures.

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. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature	Print Name	Date
	K. Means	10/13/25
Supervisor Signature	Print Name	Date
	ADRIAN LAVARIAS	10/13/25
Reviewing Supervisor Signature	Print Name	Date