

**State of California
DUTY STATEMENT**

DSH3002 (Rev. 11/04/2019)

Department of State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date:
Employee Name		Division Patton		
Position No / Agency-Unit-Class-Serial 502-084-8096-XXX		Unit Program V		
Class Title Supervising Registered Nurse (Safety)		Location Program V		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID 17	Work Week Group E	Pay Differential
Other				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under general direction of the Program Director or designee and under clinical supervision of the Nurse Administrator or designee, the Supervising Registered Nurse (Safety) is responsible for the overall management and supervision of an organized nursing unit on a 24-hour basis in a State hospital; responsible for ensuring the nursing care and practices of an organized nursing unit for a nursing service; plans, implements, evaluates, and provides for continuity of patient care; works with other disciplines to integrate nursing services to provide a total treatment program; teaches, plans, directs, supervises, and evaluates nursing personnel; supervises and assists subordinate staff in performance of custody responsibilities as needed. Duties include, but are not limited to, the following:				
% 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%	Responsible to ensure overall nursing care and oversees all functions of the units, including developing goals and objectives. Plans, implements, evaluates, and provides for patient care that enhances quality of life while following all DSH's policies and procedures and all licensing regulations. Observes program unit staff, assessing competency on an ongoing, timely basis. Provides regular and comprehensive feedback to assigned Program Management and Unit Supervisors/other Supervising Registered Nurses (SRN) regarding observations and rounds, actions initiated, and effectiveness of corrective action taken. Reviews program and unit staffing balances ensuring resources are assigned appropriately per policy. In collaboration with the Central Staffing Office, addresses any emergent staffing issues and ensures adequate nursing staff based on allocation and acuity system. Serves as an after-hour resource to staff for solving administrative problems which potentially impact patient clinical care. Supervises subordinate shift leads in the review of staff assignments. As needed, assists subordinate staff in completing duties to ensure safety and security of the facility. Identifies and collaborates with the Health Services Specialist (HSS) regarding employee performance deficiencies/training needs. Teaches, counsels, and evaluates the performance and competency of nursing staff in a timely manner. Responds personally to critical incidents such as assaults on employees or patient disturbances or other situations threatening facility security. Coordinates after			

	hours critical incident stress debriefing as needed. Intervenes where required to assure the safety of patients, staff, the institution, and the public. Completes performance evaluations, criteria-based evaluations (CBEs), and competency validation checklists (CVCs), per facility policy, on Shift Leads, Registered Nurses (RN), other nursing staff in a timely and professional manner.
30%	Supervise the nursing care activities during evening or overnight hours, weekends, and holidays in all aspects of a treatment program. Ensures the services provided by nursing staff are integrated with other disciplines/departments. Consults with, advises, and directs on-duty nursing staff in the delivery of treatment. Ensures that the Equal Employment Opportunity policies and procedures are met. Assures a safe environment and compliance with Title 22 environmental issues, Patient's Rights, Joint Commission, and licensing standards of care. Collaborates with HSS, other SRNs/Assistant Coordinator Nursing Services (ACNS), and RN Mentors to assure delivery of quality nursing care. Provides clinical and supervisory oversight of RN skills techniques and all level of care nursing staff in the delivery of patient care. Ensures staff are current in emergency procedures and training, utilize safe and effective use of medical equipment. Adheres to all applicable Collective Bargaining Agreements. Acts as liaison between assigned staff and management and ensures continuous communication between all members of the interdisciplinary team. Ensures that patient rights are understood and maintained. Facilitates afterhours patient movement in coordination with other SRNs/ACNS.
20%	Assumes Program Management duties after hours; notifies Program Directors or designee of significant events. Coordinate with other SRNs/ACNS for ongoing patient care after hours. Receives and makes phone calls to patient family members in coordination with the other SRNs/ACNS and Medical Officer of the day (MOD). Ensure and collaborate procuring, storing, and establishing unit inventory standards for medication, treatments, supplies, and equipment. As a site supervisor, contacts designee when reasonable suspicion of substance abuse occurs. Assists Program Nursing Coordinator with the development of Program and Unit specific policies and procedures and ensures that they are in the unit's individual Program Manual. Encourages professional growth and upward mobility of staff.
10%	Ensures that all nursing staff assigned to unit have received the required orientation specific to the State hospital and Program Policies. Ensures that nursing staff attend mandatory classes annually, making efforts to schedule employees in their month of birth, as class availability exists. Participates in unit safety and security inspections. In conjunction with the Program Nursing Coordinator recruits, interviews, and recommends hiring of unit nursing staff. All other duties and special projects as assigned consistent with this classification.
Other Information	SUPERVISION RECEIVED The SRN works under the supervision of the Program Director or designee and receives clinical supervision from the Nursing Administrator or designee.

SUPERVISION EXERCISED

The After-Hour SRN supervises nursing staff on assigned units including but not limited to, Senior Psychiatric Technicians, RN Shift Leads, RNs, Psychiatric Technicians, Licensed Vocational Nurses, Psychiatric Technician Assistants, and other unlicensed personnel in directing the delivery of service to patients.

KNOWLEDGE AND ABILITIES**KNOWLEDGE OF:**

Professional nursing principles and techniques; hospital routine and equipment; medicines and narcotics; custody procedures; public and property protection policies; techniques of effective supervision and unit management; the interrelationship of treatment activities in a hospital setting; a supervisor's role in the Equal Employment Opportunity Program and processes available to meet EEO objectives.

ABILITY TO:

Plan, organize, and direct the work of others. Apply nursing techniques; observe and record symptoms and behavior; keep records and prepare reports; gain the interest, respect, and cooperation of forensic/non-forensic clients, patients; learn and apply sound judgement in situations requiring the protection of persons and property.

REQUIRED COMPETENCIES**PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

INFECTION CONTROL

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

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.

CULTURAL AWARENESS

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

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 (18-54) ☐ Geriatric (55 & up)

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- ASSIST application
- Interpretation and application of Collective Bargaining Agreements
- Contingency Staffing Plan
- Fit for Duty policy
- Reasonable Suspicion Drug Testing policy

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Monitoring and evaluation of unit staff
- Medication administration oversight and monitoring
- Completion of AB 409 series and annual updates
- Ability to use the computer, to write reports, mathematical ability sufficient to balance staffing and submit overtime and position control reports.

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.

- **Employee in this classification must possess and maintain an active license to practice as a professional Registered Nurse in the State of California.**

TRAINING - Training Category =

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

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

RESTRAINT/SECLUSION

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

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI)

whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

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/clients, and the public.
- 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 additional hours 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 functions

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

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).

Employee's Signature

Date

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

Supervisor's Signature

Date

Reviewing Supervisor's Signature

Date