DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Nursing Services – Psychiatric Inpatient Program	CLASSIFICATION TITLE Supervising Registered Nurse II, 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) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:	

Under the direction of the Chief Nurse Executive (CNE) or the Supervising Registered Nurse (SRN) III, Correctional Facility (CF), the SRN II, CF is responsible for planning, assigning, supervising, and evaluating the work of assigned staff. The SRN II, CF shall oversee staff in the mental health (MH) service line delivery area and staff providing psychiatric nursing care and treatment to patients with mental disorders and/or developmentally disabled patients in accordance with Title 22 regulations. The SRN II, CF must have an understanding of and be compliant with Title 15 Regulations, applicable Government Codes, California Department of Corrections and Rehabilitation (CDCR) Department Operations Manual, California Correctional Health Care Services (CCHCS) Local Operating Procedures applicable policies, procedures, and program requirements at the Psychiatric Inpatient Program (PIP). The SRN II, CF receives, disseminates, implements, and monitors the adherence to policies and procedures, applies supervisory rules and principles, resolves personnel issues, sets goals for self and others, and ensures the continuity of quality patient care. Actively participates and supports the Complete Care Model**,** familiarize self and able to prepare staff for accreditations, audits, and visits from the Prison Law Office, the Department of Public Health, court monitors/stakeholders associated with Coleman, Armstrong, and other related individuals associated with MH class members.

% 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. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
40%	Supervises subordinate nursing staff and ensures that the performance of their duties is consistent with PIP policies and procedures, court mandates, State and federal regulations and scope of licensure. Supervises the work of staff within the assigned service line delivery area, resolves program and personnel issues, maintains confidentiality, and provides training as needed. Evaluates problems and complaints, prepares reports, and takes corrective actions as needed. Completes nursing services audits, reviews and ensures proper and complete documentation of patient care activities, and participates in ongoing quality improvement efforts. Establishes work schedules, reviews assignments, and redirects staff as necessary to cover all areas of nursing care need. Ensures conformance to position authority Post Assignment Schedule, Master Assignment Roster, and Memorandums of Understanding. Communicates staffing needs to ensure a sufficient number of qualified nursing staff is on duty to provide adequate patient care. Evaluates and documents staff performance including probationary reports, periodic and annual performance evaluations, provides timely performance feedback, and identifies opportunities for performance improvement as necessary. Participates in staff recruitment, hiring interviews, training, and the development of training plans. Monitors the qualifications and current licensure status of staff on an ongoing basis.
40%	Identifies program needs and makes recommendations for improving services. Monitors the quality and delivery of patient and psychiatric nursing care and makes necessary adjustments to operations to meet patient care needs. Demonstrates effective communication with all internal and external partners to promote collaboration and access to care. Communicates policies and procedures to staff to ensure consistent implementation and monitors staff adherence. Maintains records, reviews and/or prepares reports and correspondence. Attends and actively participates in the daily huddle. Reviews care team performance to include nursing participation in the daily huddle, scheduling, medication management, the overall quality of services, health outcomes, and appropriate patient level of care. Utilizes technology and decision support tools such as dashboards, master registries, and patient summaries, to identify, address, or elevate patient care issues as necessary. Coordinates with custody personnel to mitigate barriers to access to care. Facilitates conflict resolution. Provides clinical support as indicated. Familiarize and use the following resources daily or when needed: Health Care Department Operations Manual, Title 15, Quality Management Portal, Supervisor's Guide to Responsibility During the Probationary Period, Telestaff Training Manual, California Department of Human Resources Supervisor's Guide Book, Mental Health Program Guide, Guidelines for Isolation Precautions Care Guide/Tools, and Employee Assistance Program Supervisor's Handbook.
10%	Schedules and conducts staff meetings to communicate/disseminate new policies, procedures, and operational information and to ensure compliance. Attends all trainings, meetings, and committees as directed by the CNE. Participates in and may take lead in quality improvement activities such as root cause analysis, rapid cycle process improvement, Plan Do Study Act processes, chart reviews, audits, and participation in Quality Improvement Team activities as assigned. Assists in the development, revision, and implementation of policies and procedures as directed by the CNE or designee. Actively participates in open communication with the leadership team to include managing complaints, seeking guidance sharing information and taking a proactive role in providing direction.
5%	Maintains a safe and secure work environment and follows all safety precautions and CCHCS policies and procedures. Reports any unsafe equipment or inappropriate conduct and/or activity to management.

5%	Performs other related duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of*: Professional nursing principles and techniques; disease process and treatment modalities; appropriate administration of medications; principles and procedures of infection control; principles of effective verbal, written, and group communications; principles of personnel management; laws and regulations governing nursing practice; principles of effective supervision; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment; and programs in a State correctional facility of the Department of Corrections. *Ability to*: Plan, organize, direct, and supervise the work of a staff of nurses and other health care staff; apply nursing principles; assess, evaluate, and document patient's symptoms and behavior; analyze situations accurately and take effective action; maintain effective working relationships with health care professionals and others; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and communicate effectively. **DESIRABLE QUALIFICATIONS** Knowledge of Hunger Strikes, the Incarcerated Death Reviews, Injury and Illness Prevention Program, Prison Rape Elimination Act, Emergency Medical Response Program, Durable Medical Equipment, Conflict Management, Health Care Incident Reports, Absent Without Leave, and Staff Accountability. **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 REQUIREMENT** 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.
- Demonstrated leadership ability.

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