

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-521-8327-VAR				
UNIT NAME AND CITY LOCATED Nursing Services Whole Person Care Program Headquarters – Elk Grove, CA		CLASSIFICATION TITLE Nursing Consultant, Program Review				
		WORKING TITLE Nursing Consultant, Program Review				
		COI Yes ☒ No ☐	WORK WEEK GROUP E	CBID S17	TENURE L	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8260 Longleaf Drive, Elk Grove – Headquarters				
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 Headquarters Chief Nurse Executive of the Whole Person Care Program (WPCP) or designee, the Nursing Consultant, Program Review (NCPR) is responsible for supporting the development and statewide deployment of the WPCP, Complete Care Model (CCM), Substance Use Disorder (SUD) Treatment, Hepatitis C Treatment (HCV), and other clinical initiatives at CDCR and CCHCS. The NCPR provides program consultation regarding nursing practices, procedures, and standards. This position has the possibility of travel up to 50% of the time with limited notice.						
% 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						

25%	Works collaboratively with nursing leadership, clinical staff, and other disciplines in support of the planning, development, implementation, monitoring, consultation, management, and statewide deployment of program policies and procedures for the WPCP, CCM, SUD, HCV, and other clinical initiatives. Reviews nursing services operations, consults with appropriate administrator and staff regarding nursing practices, procedures, and standards. Assists in the strategic planning, development, implementation, and evaluation of nursing services, policies, procedures, protocols, and care pathways. Performs program monitoring and assessments to include reviews of existing systems, reviewing committee minutes, analyzing regulations, policies and procedures, monitoring and measuring activities and other pertinent documentation to promote efficient use of resources. Develops and implements nursing services activities, utilizing knowledge of professional nursing and educational principles and techniques; disease process and treatment modalities for patients; appropriate administration of medications; principles and procedures of infection control; electronic health records; and principles of effective verbal, written and group communications, educational theories and concepts. Travels to assigned institutions and performs onsite health care program monitoring and assessments, analyzes complex operational problems, and issues and advises appropriate personnel in methods of correction to meet the needs of the patient population. Serves as a resource/nursing expert to nursing services staff and other disciplines.
25%	Reviews program trends, assesses gaps in care, identifies barriers to program goals, and provides recommendations for improvement. Develops statewide quality management and compliance monitoring processes for care management and care coordination. Evaluates the effectiveness of complex and varied nursing practices, responsible for troubleshooting clinical system issues in collaboration with institutional staff, ensures functionality and testing of systems and ensures programs are implemented and evaluated appropriately. Completes comprehensive executive level reports of health care provided in the institutions, detailing, and presenting finds both verbally and in writing to the appropriate committees and/or Executive Leadership. Assesses health care delivery systems and process improvement activities. Assists in developing quality management programs for areas identified as needing improvement. Provides guidance in developing outcome studies and establishing on-going institutional self-monitoring. Knowledge of the electronic health record system and its functionality. Develops, monitors, and evaluates the effectiveness of program specific electronic health records (nursing and psychosocial assessments, substance abuse screening tools, therapeutic notes, order sets, care plans and protocols). Reviews, develops and updates builds within the Electronic Health Records System to reflect policy and procedural needs and trends.
25%	Using knowledge of Health Care Department Operations Manual (HCDOM), regulatory requirements and national standards, develops and recommends appropriate clinical health care policies and procedures to ensure effective compliance with all applicable regulatory agencies for each site, including but not limited to the HCDOM and the California Code of Regulations. Analyzes the necessity, appropriateness and efficiency of policies, procedures and health care services provided at the institutions. Responsible for the implementation, training development, monitoring of compliance and quality improvement plans related to policies and procedures, training and practice standards. Participates and provides recommendations on program expansion, marketing publications and recruitment of patients and specialized staff. Researches future and current trends for best practice opportunities.
20%	Coordinates with nursing administration and institution nursing instructors for professional development. Maintains responsibility for development and disseminating institutional training on procedures, protocols, and care pathways for the care management of care coordination of specific patient populations (SUD, HCV, HIV). Provides elbow to elbow clinical support, training for Trainers, nursing competencies and program specific training. Provides review and guidance in the planning, development, implementation, evaluation, and monitoring of varied nursing services curriculum by applying nursing and educational principles and techniques; assesses, evaluates and analyzes

5%	situations accurately and takes effective action; maintains effective working relationships with health professionals and others. Assists in the training of nursing personnel and provides assistance to nurse managers with the management of personnel related issues. Efficiently conducts internet and literature searches on topics related to implementation of training programs, curriculums, and quality improvement plans related to nursing staff training and education. Conducts on-site training at institution or headquarters, as assigned. Prepares and administers tests and competencies. Collects and analyzes class evaluations and recordings of trainings provided. Prepares and reviews various reports, including updates on training curriculum development, results of training evaluations, and data on training concluded. Other related duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Theory and practice of psychiatric/developmental disabilities and general nursing; developmental center, State mental hospital, and/or State correctional facility organization; management and procedure, particularly in relation to nursing services; current developments in the field of general/psychiatric/developmental disabilities nursing; personnel management; principles, methods and objectives of training nursing personnel; accepted practices of other health professions; current trends in addiction and recovery, mental health/developmental disabilities; research methods and techniques; 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. <i>Ability to:</i> Evaluate the effectiveness of a broad nursing/psychiatric nursing education program; evaluate complex and varied administrative problems and take appropriate action; work effectively with a variety of administrators and others responsible for line operations; interpret mental health/developmental disability programs to individuals and groups; communicate effectively; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment. DESIRABLE QUALIFICATIONS Demonstrated ability to work collaboratively in a team environment. Strong organizational skills and attention to detail. Proficient written and verbal communication skills. Commitment to continuous professional development and learning. OTHER DOMAINS N/A 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 Demonstrated leadership skills; sympathetic and objective understanding of the problems of patients with substance use disorder, developmental disability and/or complex health care needs; empathy for patients living in a State correctional facility; willingness to work in a state correctional facility; willingness to travel; tact, alertness, keenness of observation, patience, and emotional stability. 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.	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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