

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval: DF	Date: 9/16/26	
Employee Name		Division Nursing Administration			
Position No / Agency-Unit-Class-Serial 455-240-8132-005		Unit Nursing Administration			
Class Title Assistant Coordinator of Nursing Services		Location Atascadero			
Subject to Conflict of Interest ☐ Yes ☒ No		CBID S17	Work Week Group: E	Pay Differential 437	Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions: Under the direction of the Coordinator of Nursing Services (CNS), the Assistant Coordinator of Nursing Services has hospital-wide responsibility for directing and coordinating emergency nursing services to patients, employees, and visitors of all Department of State Hospitals (DSH); adjusts staffing when necessary to assure staffing minimums are consistent with Title 22; takes charge when safety and security concerns, internal disasters or any other crisis relating to the delivery of medical nursing services occur; initiates emergency nursing services as needed; coordinates necessary communications with outside public and private sources; plans and assists in the training of nursing staff; acts as the Coordinator of Nursing Services in their absence; ensure safety and security of forensic patients, the public, and property is protected and safe. In addition, incumbents will respond to emergency situations trained in Therapeutic Strategies and Interventions.					
% 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).				
55%	• Responsible for direct supervision of assigned staff Registered Nurses (RN) Supervising Registered Nurses (SRN), supervision of Nurse of Day (NOD) operations. • Monitors compliance of the nursing care delivery and documentation through established Quality Assurance & Improvement (QA&I) monitoring and evaluating activities hospital-wide. • Tracks, assists, and oversees patients transferring out to acute medical facilities and medical appointments to ensure patients are adequately supervised at outside facilities and to ensure the safety of the public. • Directly assesses patients returning from hospitalization to assure continuity of care. • Provides oversight to forensic patients medical and psychiatric care needs, assures that Nursing Services shall be organized and that the scope of nursing activities is congruent with nursing care needs of patients and the mission of DSH. • Perform weekly wound care follow-ups on patients on the units or in the patient clinic with complicated wounds and helps with dressing changes as needed.				

	• Responsible for aspects of patient supervision on a 24-hour basis and responds to all medical and psychiatric emergencies within the patient units, clinics, and Urgent Care Room; and conduct nursing rounds within the patient areas to ensure safety of DSH patients, staff, and DSH property. • Assure timely and appropriate evaluations; provide leadership, counseling, consultation, direction, and provide projects to develop skills and promote career development. • Assures hospital-wide nursing staff coverage in collaboration with the staffing office to maintain staffing minimums. • Consistently maintains and provides oversight to the security of working areas and work materials in the STA, inspects the premises and searches patients for contraband. • Ensure compliance with requirements of all regulatory agencies; ensure all emergency equipment is in good working order and CNS staff are current in emergency procedures to safeguard the patients, staff, and DSH property from harm and/or damage. • Oversees the maintenance, inventory, and storage of nursing staff supplies (such as medications and vials) to confirm that they are securely locked in cabinets/drawers when not in use and that keys are adequately maintained by staff to ensure the safety of patients, staff, and safeguard DSH property from damage. • Monitor, inspect, and identify any safety and security issues to resolve that could endanger DSH patients, staff, or the public such as patients out of boundaries, patient related escapes or contraband issues. • Directly perform, document, and review patient assessments for patients who fall under hunger strikes, refusing medications, choking, major injuries, restraints, and various other categories. Communicate with physician as needed on patient care issues.
25%	• Assist in determining training needs and assure that proper training is provided to staff; assure competencies are up to date for assigned staff. • Maintain knowledge of labor relations specific to contracts, grievance, and complaint handling. Consult and process labor relations issues in consultation with Labor Relations officer. • Responsible for assigned staff timekeeping, including reviewing/signing 634's; completing quarterly time usage form; reviewing time balance reports and daily sign in sheets; provide input for time off request by assigned staff. Responsible for developing monthly schedules for CNS staff. Prepare overtime reports and process employee vacation requests. • Ensure CNS new staff orientation is completed. • Responsible for the overall nursing care delivered by Health Services Specialists (HSS) and Registered Nurses (RN) in the NOD office; oversees all functions of assigned area, develops goals and objectives for continuous quality improvement, monitors, and intervenes as needed.

	• Assure effective management of emergency coordination for patients, employees, and visitors; director NOD and/or CNS department personnel as per the DSH-Atascadero policies. • Reviews and completes 24-hour nursing report, various audits and follow through on all identified issues and medication variance reports. Review and assist with emergency mock drills. • Perform evaluations and audits of nursing services provided. • Write, review, and update Nursing Policy and Procedures. • Respond to all medical/psychiatric emergencies and ensure all paperwork is completed. • Makes rounds and communicates with unit RNs. Communicates nursing issues/concerns to Program Management, and Nurse Administrator/designee. • Notifies Nurse Administrator and Executive Officer of the Day (EOD) of all pertinent issues. • Communicate with program Officer of the Day (POD) as necessary. • Complete Nursing Death Summaries as assigned. • Ensure Case Plans and Change of Conditions are completed per Policy. • Monitor monthly patients weights and intervene per policy. • Review and follow-up on all Special Incidents Reports (SIRs) and investigate issues as applicable.
10%	• Take action, as directed, to promote and implement the principles of Continuous Quality Improvement within the structure of the Department; • Participate in the Central Nursing Service Management Team; • Monitor and maintain compliance with Licensure standards and make recommendations to meet standards. • Support and facilitate the hospital's Performance Improvement activities through active participation in various committees.
10%	• Communicate with other department heads. • Represent nursing services on hospital committees as designated. • Participate in staff hiring process as assigned. • Effectively communicate nursing policies and procedures. Ensure that required manuals are current and available to staff. • Ensure that staff are aware of applicable hospitals policies and procedures (e.g., Administrative Directives, Nursing Procedures, Infection Control, etc.) • Investigate Nursing Practice issues and provide training when required; and report nursing staff to the board as applicable. • Evaluate analyze and make recommendations on issues affecting nursing services and patient care. • Take an active role in implementing operations to comply with department and hospital Equal Employment Opportunity (EEO) guidelines and ensure a workplace environment that is free from any form of harassment. • Act for Nurse Administrator in their absence.

	• Prepare reports, department policies and communication memos and other tasks as directed.
Other Information	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 always maintain confidentiality. 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. SUPERVISION RECEIVED Under the general direction of the Coordinator of Nursing Services/Nurse Administrator SUPERVISION EXERCISED Supervises Health Services Specialists, Supervising Registered Nurses, Registered Nurses, Public Health Nurses. Provides Clinical supervision of Unit Supervisors and Nursing Coordinators hospital wide and all nursing personnel. KNOWLEDGE AND ABILITIES KNOWLEDGE OF: Professional nursing principles, practices, and techniques, particularly those related to physical care: policies, rules, regulations, and procedures of hospital organization; concepts and methods of consultations; principles and practices used in training nursing services staff; administration of medication and narcotics; labor relations, i.e. contract, grievances, and complaint handling; State hospital program policies and procedures. ABILITY TO: Analyze situations accurately and take prompt, effective action: observe and evaluate the quality of nursing care, make nursing recommendations, and develop a plan of care; evaluate staffing needs based on hospital procedures and take action to assure staffing minimums; perform evaluations and audits of services provided; communicate effectively. REQUIRED COMPETENCIES 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 safe or security hazards. CPR

	Maintains current certification. THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI). DIVERSITY, EQUITY, AND INCLUSION Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients. SITE SPECIFIC COMPETENCIES Provide leadership, supervision, and direction to employees, manage projects, and assess department and hospital wide nursing needs. Ability to assist with the control and supervision of Penal Code offenders and Welfare and Institution Code commitments. TECHNICAL PROFICIENCY (SITE SPECIFIC): Ability to produce quality reports, analyze data and assure conformance with standards of practice. 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. 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 have: • Possession of the legal requirements to practice as a professional registered nurse in California as determined by the California Board of Registered Nursing. TRAINING CATEGORY - 4 The employee is required to keep current with the completion of all required training. The employee is required to complete mandated leadership training and development curriculum for CEAs, managers, and supervisors upon initial appointment as outlined in Government Code Section 19995.4." PHYSICAL DEMANDS – See attached WORKING CONDITIONS The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health
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	reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job duties. 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 Sign _____ Date
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Physical Requirements of Position
ASSISTANT COORDINATOR OF NURSING SERVICES
(8132)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmate, patients, or clients				X		
With co-workers					X	
Supervising staff					X	
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing		X (Stairs)				
Squatting	X					
Bending (neck)			X			
Bending (waist)			X			
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping		X				
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					