

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 9/22/2025
Employee Name	Division Nursing Administration		
Position No / Agency-Unit-Class-Serial 455-244-9699-XXX	Unit Various Programs		
Class Title Health Services Specialist (Safety) – NOD/Program – Swing Position	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R17	Work Week Group 2	Class Ranges T
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under administrative and clinical direction of the Nurse Administrator in a state hospital, is responsible for the ongoing monitoring, assessing, and making of recommendations for the maintenance of quality nursing services with primary emphasis on the treatment care needs of patients; assures education and training in nursing care is provided to unit personnel. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).			
35%	<u>NURSING ASSESSMENT</u> Regularly and specifically communicates with other Health Services Specialists (HSS) on all health problems being followed and assists with coordinated efforts to provide quality health services. Is responsible for communicating, consulting and collaborating with other health care professionals to evaluate and solve health care problems. Assures that there is a complete and relevant nursing assessment of the health problems and nursing care needs of each patient under their review. Evaluates patients each shift that are physically ill or present specific physical or psychiatric care problems and/or special treatment needs. When providing program coverage: Assures that there is a completed, relevant Admission nursing assessment, from which Nursing interventions and input is provided into the Treatment Care Planning process. In collaboration with the Unit Supervisor assures that nursing documentation reflects the patient's progress in meeting Treatment Plan focus and nursing interventions provided. Medications, Treatment and Recording: Oversees the medication administration process to assure compliance with hospital policy and procedure, including certification of licensed nursing staff to administer medications. In collaboration with the unit supervisor, ascertains that a treatment program, as developed by the Treatment Team is carried out and recorded in the patient's record.		

	Nursing Care Procedures: Monitors that correct nursing care procedures are in effect and are being carried out by all nursing staff. Audits: Assures that audits required by nursing service and the Program Management are completed and summarized monthly and quarterly. Assures all Programs nursing care staff are adequately trained in all aspects of nursing documentation. Have sufficient computer skills to write reports, input data and extract data for necessary reports to monitor the quality of nursing services. In-Service Training in collaboration with program and unit management, identifies training needs and provides in service training in nursing and other health related areas on an ongoing basis for all unit nursing staff.
15%	<u>EMERGENCY CARE</u> Coordinates responses to life threatening medical emergency situations. Assists in providing appropriate nursing care during emergencies, which occur during duty hours. Assures that emergency equipment assigned to units is present and functional and that staff are trained in its use. Provides instruction/ modeling to Level of Care (LOC) staff related to emergency nursing care. Ascertains that staff are aware of location of emergency equipment and are knowledgeable in its use. Has responsibility to coordinate delivery of appropriate equipment to the emergency scene. Responds and participates in emergency behavioral/medical situations. Contacts the Medical Officer of the Day (MOD) and facilitates transport of the patient to the UCR on Unit 1. Makes appropriate notifications per Nursing Officer of the Day (NOD) protocol of emergency status. Coordinates transfers to outside facilities from the Urgent Care Room. Evaluates need and coordinates delivery of level of care and Department of Protective Services (DPS) escorts. Is liaison for the follow-up of outside hospitalization. Reviews patient death documentation and care and prepares a report as assigned by the Nurse Administrator/designee. Infection and Disease Control: HSS serves as a liaison to the Public Health Nurse; evaluates patient needs and assures that nursing staff are trained, and Public Health procedures are carried out by staff as required to protect patients and staff from infection and disease.
30%	<u>DAILY ROUNDS</u> Monitors and evaluates nursing care and documentation. Reviews Special Incident Reports (SIRs) occurring after hours on weekends and holidays. Monitors all orders for restraint and/or seclusion and the documentation in the patient record; verifies that restraint and/or seclusion are properly used and applied. Assures that the patient who is restrained or secluded receives appropriate nursing care and that the documentation reflects that care. To the extent possible, visits each patient in restraint and/or seclusion each shift on weekends, holidays, and after hours (except when program HSS is on

	duty). Reviews care and treatment of high-risk patients. Reports significant findings to the appropriate management or medical reviewer. Observes units and hallways for situations which may interfere with the safety of patients or staff. Reports findings to appropriate supervisors/ management. Cooperates with Executive Officer of the Day (EOD), Department of Police Services (DPS), Program Officer of the Day (POD), Psychiatric Medical Officer of the Day (PMOD)/MOD to assure safe and smooth operation of all hospital functions, as directed by relevant Administrative Directives. Assists psychiatric sick call staff related to hospital wide issues and areas of need. Makes appropriate notifications per NOD protocol of the following: • Medical emergencies • Physical injury to patients • Employee injury or illness (transport to Unit 1, UCR) • Visitor illness or injury, while on the premises • All patients who attempt suicide or verbalize suicide ideation When providing program coverage: Visits each unit in the Program at least daily. Investigates Special Incident Reports (SIR) as delegated by Program Management/Central Nursing Services (CNS). Monitors restrained and/or secluded patients daily. Assist staff in assessing and authorizing Restraints and Seclusion, giving first aid and CPR, and following infection control procedures as needed. Applies and demonstrates knowledge of Trauma Informed Care (TIC) and correct methods in Therapeutic Strategies and Interventions (TSI), that includes patient containment, heavy lifting, applying restraints, and responding to emergency situations throughout the hospital. Assures that documentation and Nursing Interventions for current treatment care plans are in place. Assures physicians have reviewed all injured patients.
20%	<u>OTHER DUTIES</u> Assists in the orientation of nursing personnel. Serves as a resource person and consultant to all hospital personnel. Informs EOD, POD and Nurse Administrator/designee of any significant incident or occurrence within the hospital. Participates in formulating Nursing Policies and Procedures. May participate in the hiring of nursing staff and in orienting newly hired Registered Nurses. Assures that DPS is notified of any incident that may involve criminal activity. Monitors the implementation of the nursing process and makes recommendations based on acquired data to the Nurse Administrator. Assists in completing audits and providing data, in accordance with hospital policy, as directed by the Nurse Administrator/designee. Provides for regular communication with Program Management, Nurse Administrator and nursing staff to ensure coordination of quality health services. Provides medication administration certification for licensed nursing staff. Reviews Psych/medical status of the Patients and communicates status to Program Director/Nursing Coordinator/Nurse Administrator. Serves as a resource person and

	consultant to the Program Director. May attend the following meetings: Program Management meeting; HSS meeting; Medical Risk Management Committee; Nursing Procedure Committee meeting.
Other Information	Supervision Received: Nurse Administrator (NA)/Assistant Nurse Administrator (ANA) or designee/Supervising Registered Nurse (SRN) Supervision Exercised: Clinical supervision to Registered Nurses (RN), Senior Psychiatric Technicians (SPT), Psychiatric Technicians (PT), Psychiatric Technician Trainees (PTT), Pre-Licensed Psychiatric Technicians (PLPT) Licensed Vocational Nurses (LVN), and Psychiatric Technician Assistants (PTA) as well as; clinical supervision of the quality of nursing care delivered within a program for a specific shift, or Clinical supervision hospital wide. KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: California healing arts licensure laws and regulations; regulations pertaining to hospital licensing, certification and accreditation; principles and practices used in training nursing services staff of a treatment program; professional nursing principles and techniques; concepts and methods of consultation; principles of specialized treatment and training techniques as they relate to mentally or developmentally disordered offenders; program organization in California forensic facilities. ABILITY TO: Evaluate and monitor the quality of nursing services with specific emphasis on physical care; plan, conduct and evaluate training for the nursing services staff of a treatment program; work effectively with a multidisciplinary clinical staff; perform evaluations and write reports; communicate effectively. REQUIRED COMPETENCIES ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. 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 vigilance in the identification of safety or security hazards.

	CPR Maintain current certification as indicated by local facility. 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. PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws. THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations. SITE SPECIFIC COMPETENCIES Title 22, The Joint Commission, Nursing Education, Planning and Training, Medications, Knowledge of Admission Process, 1370 Process, Mentally Disordered Offender (MDO) Law and Process, 2684 commitment, Sexually Violent Predator (SVP) Process, Med-Surgical Unit and UCR Protocol, Infection Control, Restraint/Seclusion, and Nursing Procedures, Disaster Plan Response, Standards of Care and Practice and Plan for the Provision of Nursing Care. Ability to monitor and analyze the delivery of nursing services hospital wide and make needed recommendations for improvement to the Program Directors and Nurse Administrator. TECHNICAL COMPETENCIES Maintains awareness and proficiency in operation of hospital urgent care equipment and application of emergency care nursing procedures. 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 the legal requirements to practice as a professional registered nurse in California as determined by the California Board of Registered Nursing. TRAINING CATEGORY - 1 The employee is required to keep current with the completion of all required training.
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	PHYSICAL DEMANDS – See attached WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. 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.
	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 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

Physical Requirements of Position
HEALTH SERVICES SPECIALIST (9699) NOD Program - Swing

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					