State of California
DUTY STATEMENT

California Department of State Hospitals

MSH3002 (Rev. 05/27/19)

RPA Control No.#	C&P Analyst Approval FA	Date 5.17.2023

Employee Name	**Division** Metropolitan State Hospital
Position No / Agency-Unit-Class-Serial 487-	**Unit** Central Nursing Services
Class Title Health Services Specialist (HSS)	**Location** Central Nursing Services

SUBJECT TO CONFLICT OF INTEREST CODE	CBID	WORK WEEK GROUP	PAY DIFFERENTIAL	WORKING HOURS
☐ Yes ☒ No	R17	2		

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. *You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.*

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS
Under the direction of the Nurse Administrator (NA)/Assistant Coordinator of Nursing Services in a state hospital, the Health Services Specialist (HSS) is responsible for the ongoing monitoring, assessing, and making recommendations for the maintenance of quality nursing services, with primary emphasis on the physical care needs of clients/patients in a program on an assigned shift; assures education and training in nursing care is provided to unit personnel; and performs other duties that may be assigned.

% 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.)
45 %	**NURSING ASSESSMENT** • Evaluates data using the nursing process to assure that quality care is maintained. • Makes rounds daily and as needed to assess patient nursing care needs • Records assessment data in the patient's medical record according to established policies and procedures • Consistently monitors compliance with Title 22 requirements and intent • Continues to update personal knowledge regarding patient care; nursing standards; Federal, Joint Commission, and Title 22 regulations and requirements • Provides in-service education to unit staff of updated information or changes related to Federal, Joint Commission and Title 22 regulations and requirements. • Shares data findings with Unit Supervisor/Supervising RN or designee and makes recommendations for improvement. • Prepares data for daily reports

45%

PROVISION OF CARE

- Participates as an active member of the emergency treatment team.
- Monitors treatment plans and contributes suggestions and recommendations to assist patient towards stated goals
- Evaluates injuries to patients and staff; reports to ACNS/NA or designee; and follows up on progress as necessary.
- Consults with staff regarding the use of treatment modalities
- Provides patient health care teachings
- Maintains quality and continuity of care by reporting significant changes in patient's condition to the US/SRN, Physician, ACNS and NA
- Monitors nursing care needs of patients
- Collaborates with unit and program staff regarding new policies/procedures relating to patient care and progress of patient care
- The Health Services Specialist provides clinical direction of the delivery of patient care provided by all licensed and unlicensed nursing staff and may serve as clinical evaluator for Criteria Based Evaluations

Continuous Quality Improvement

- Participates in quality assessments of nursing interventions for the biophysical, psychosocial, environmental, self-care, and educational needs of the patients
- Provides data in accordance with hospital policy to authorized individuals or committees as assigned. Participate in audits as needed.
- Serves on hospital-wide committees when assigned. Attends and participates in Program/Unit meetings that occur during shift.

Safety/Security

- Adheres to policy and procedures concerning health and safety of the environment and protection of patients and staff from physical and environmental hazards.
- Observes safety and security measures and initiates/assists in security activities.
- Utilizes skills in crisis intervention, including recognizing, managing and redirecting problem behaviors for the protection of patients, staff and property.
- Communicate with compassion and respect

10%

MARGINAL FUNCTIONS

Prepares licensing reports
Reviews incidents reports
Participate in emergency drills
Prepares death summaries
May provide oversight in the absence of ACNS as needed.

All other duties and special projects as assigned consistent with this classification.

Other Information	**SUPERVISION RECEIVED** The Health Services Specialist is under the direct supervision of the Assistant Coordinator of Nursing Services (ACNS) **SUPERVISION EXERCISED** None **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; provisional nursing principles and techniques; concepts and methods of consultation; concepts of specialized treatment and training techniques as they relate to mentally or developmentally disabled persons or mentally disordered offenders; program organization in California state hospitals **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 (speak and write) effectively; proficiently utilize computers and other electronic medical devices. **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. **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. **CPR** Maintains current certification. **SITE SPECIFIC COMPETENCIES** • Care and treatment of psychiatric patient • Admission, transfer and discharge • LPS laws and penal codes • Treatment Planning Process competency • Nursing Process competency • Provide clinical direction • Provide Training/Mentoring • Assure objectives and interventions are documented correctly and timely • Change of shift report • Medication Administration Observation

- Medication Certification
- Medical and Behavioral triggers
- Nursing Assessment Competency Validation
- Current Nursing monitoring tools
- Conduct unit acuity audits and other audits that may be assigned
- Follow up Nursing Policies and Procedures are implemented
- Attend committee(s) as assigned

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Diabetic testing
- Oxygen usage, Ambu-bag
- Suctioning
- EKG
- Basic Life Support Procedures
- CPAP
- Pulse Oximeter
- AED
- IV Therapy/ Central Line
- NGT/ GT Administration/Insertion
- Catheterization
- Tracheostomy Care
- Computer proficiency in Microsoft Outlook, Word and Excel Programs

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 and maintain an active license to practice as a professional Registered Nurse in California as determined by the California Board of Registered Nurses**

TRAINING - Training Category = Type II General
The employee is required to keep current with the completion of all required training and education.

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 managemen of assaultive behavior. Training provided during new employee orientation and annually thereafter.
Restraint/Seclusion : Demonstrate knowledge of criteria and appropriately uses, applies and removes restraint and/or seclusion.

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 throughou the hospital and may be required to work overtime 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 safety 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