DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	084-213-9319-XXX
UNIT NAME AND CITY LOCATED	CLASSIFICATION TITLE
Nursing Services – CSP, Corcoran	Supervising Registered Nurse III, Correctional Facility
	WORKING TITLE

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☐				

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), the Supervising Registered Nurse (SRN) III, Correctional Facility (CF) oversees the daily operations of a correctional facility nursing services program. The SRN III, CF is responsible for planning, assigning, supervising, and evaluating the work of subordinate supervisors, nurses, and other assigned staff. The SRN III, CF receives, disseminates, and implements policies and procedures, applies supervisory rules and principles, assists in the resolution of labor relations issues, sets goals for self and others, and ensures the continuity of quality patient care. The SRN III, CF ensures the implementation of an effective training and competency validation program for nursing services. Actively participates and supports the Complete Care Model.

% 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 supervisors, nurses, and other assigned staff duties and ensures that the performance of their duties is consistent with policies and procedures, court mandates, State and federal regulations, scope of licensure, and generally accepted nursing standards of practice. Supervises nursing operations within the institution, resolves program and personnel issues, maintains confidentiality, and provides training and direction as indicated. Evaluates problems and complaints, prepares reports, and takes corrective actions as needed. Communicates standards for the delivery of nursing services and monitors the provision of nursing care by regularly conducting rounds in all nursing service line delivery areas, speaking with level-of-care nurses, reviewing documentation of patient care activities, reviewing and analyzing nursing services audits, and participating in ongoing quality improvement efforts. Approves work plans, schedules, and assignments. Oversees the Post Assignment Schedule and Master Assignment Roster to ensure conformance to budgeted position authority. Monitors, tracks, and prioritizes expenditures relating to nursing services and ensures operational costs are within the budget. Evaluates and documents staff performance including probationary reports, periodic and annual performance evaluations, provides timely performance feedback, and identifies opportunities for performance improvement. Participates in strategic and succession planning, recruitment, hiring interviews, training, and development of training plans. Promotes staff retention and employee satisfaction by evaluating turn-over rates and conducting exit interviews. Monitors the qualifications and current licensure status of staff on an ongoing basis.
40%	Provides ongoing communication to the supervising nursing staff to ensure compliance and consistency in implementing policies and procedures. Meets regularly with the supervisory staff to communicate new and/or revised policies, discuss nursing services operations and issues, and provide direction and guidance to staff. Identifies nursing services operational needs and makes recommendations for improving services. Monitors the quality and delivery of patient and nursing care across all service line delivery areas, 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. Maintains records, reviews and/or prepares reports and correspondence. Monitors and evaluates care team performance, including nursing participation in the daily huddle and the Interdisciplinary Treatment Team meetings, scheduling, medication management, the overall quality of services, health outcomes, and appropriate patient level of care. Ensures the utilization of technology and decision support tools such as dashboards, master registries, and patient summaries to identify, address, or elevate patient care issues as necessary. Collaborates with custody leadership to ensure processes are in place to mitigate barriers to access to care. Facilitates conflict resolution. Provides clinical support as indicated.
10%	Schedules and conducts supervisory and all 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.
5%	Maintains a safe and secure work environment and follows all safety precautions and Department policies and procedures. Reports any unsafe equipment or inappropriate conduct and/or activity to management and follow through to resolution.

5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of*: Professional nursing principles and techniques; disease process and treatment modalities; principles of pharmacology and medication administration; principles and procedures of infection prevention and control; principles of effective verbal, written, and group communications; legal aspects of patient care; laws and regulations governing nursing practice; principles of effective supervision and personnel management; 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. *Ability to*: Plan, organize, direct, and supervise the work of a staff of nurses and other health care staff in a service line delivery area; apply nursing principles; assess, evaluate, and document patient's symptoms and behavior; demonstrate proficiency in the use of technology and decision support tools such as dashboards, master registries, and patient summaries; establish cooperative and effective working relationships with health care professionals between various disciplines; analyze situations accurately and take prompt, effective action; keep records; develop clear and concise reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and communicate effectively. **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