

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: DF	Date: 10/13/26
Employee Name	Division Medical Director		
Position No / Agency-Unit-Class-Serial 455-424-8096-002	Unit Central Medical Services		
Class Title Supervising Registered Nurse (Safety) – Central Medical Services (Supervises Patient Clinic, Utilization Management, Public Health, P.O.S.T.)	Location Department of State Hospitals – Atascadero		
Subject to Conflict of Interest ☒ Yes ☐ No	CBID S17	Work Week Group E	Class Ranges T
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under direction, the Supervising Registered Nurse is responsible for the overall management and supervision of an organized nursing unit on a 24-hour basis in a state hospital; using a Recovery philosophy of care and a Psychiatric Rehabilitation model of service delivery to patients; relationships between staff and the patients are to be positive, therapeutic and respectful; providing direction to other personnel who assist them in providing such care; assist physicians as directed; teaches, plans, directs, supervises and evaluates nursing personnel; supervises and, as needed, assists subordinate staff in performance of custody responsibilities. Therapeutic and rehabilitative services provided are to strengthen the residents' recovery, support their physical and mental well-being, and ensure their safety, security and freedom from undue bodily restraint. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).			
40%	Monitor and maintain compliance with the Joint Commission, Licensure, and OSHA standards including policy and procedure development, implementation and review for all clinic services. Promotes and implements the principles of performance improvement within the structure of Central Medical Services (CMS). Provides consultation with other areas and disciplines regarding services offered in areas supervised, specifically as a member of the following committees: Infection Control Committee; Infection Control Sub-Committee; CMS Management Team; HSS and Nursing Procedure Committees as requested. Contributes to committee membership by participation and completion of specific committee assignments.		

	Participates in special projects of hospital wide significance for or in conjunction with Coordinator of Nursing Service. Establish and monitor for an environment of non-violence. Assures a safe environment for patients and staff via education and training. Ensure participation in area specific safety committee providing feedback to the hospital wide committee. Assures development, review and revision of the safety data sheet manual with pertinent copies supplied to areas supervised. Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI), that includes patient containment, heavy lifting, applying restraints, and responding to emergency situations throughout the hospital. Collaborates with third party contracting agency for ongoing contract needs for medical specialties. Assists with billing issues as needed.
25%	Provides immediate supervision and management to Central Medical Clinic and Outside Medical Care including Prior Authorization. Provides administrative supervision to P.O.S.T and Public Health. Monitors patient clinics to ensure quality patient care. Collaborates with contracted providers to ensure contractor requirements and contract expectations are met. Completes contract evaluations for providers as needed. Develops, implements, reviews and revises Central Medical Clinic Infection Control Program and maintenance of the Central Medical Clinic policy and procedure manual.
25%	Monitors quality management related to outside-referred care, prior authorization and telemedicine. Oversee quality management and effectiveness for both internal processes and external provider workflows. Offer clinical consultation to staff regarding clinical care of patients. Collaborate with Chief of Primary Care/designee for utilization management.

	Oversee the hospital's telemedicine program. Ensure credentialing for all telemedicine providers. Monitor appropriate scheduling and follow up for telemedicine. Collaborate with telemedicine providers as needed.
10%	As assigned, is responsible to ensure that performance standards are met as required both by hospital policy and relevant state laws. This compliance shall be reflected in timely, accurate and appropriate employee evaluations that reflect the central duties as stated in the duty statement. Employee evaluations shall verify completion of annual physical and current licensure when applicable. Criteria Based Performance Appraisal and Duty Statement input will be incorporated into evaluations where indicated. The Competency Validation Checklist will be completed where indicated for the Annual Performance Evaluations. Evaluates training needs, schedules necessary training, and prepares annual training plan and budget in cooperation with CMS training coordinator and the training department. Take an active role in implementing operations to comply with department and hospital EEO goals.
Other Information	Supervision Received: Administratively by the Chief of Primary Care Clinically by the Coordinator of Nursing Services Supervision Exercised: 1.0 Registered Nurse Shift Lead, 4.0 Registered Nurses, 1.0 Medical Assistant, 3.0 Public Health RN II, 1.0 Public Health RN I, 1.0 Infection Control PT, 1.0 Physical Therapist II, 1.0 Occupational Therapist, 1.0 Speech Pathologist KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Professional nursing principles and techniques; hospital routine and equipment; medicines and narcotics; custody procedures, public and property protection policies; techniques of effective supervision and unit management; the interrelationship of treatment activities in a hospital setting; the Department's Equal Employment Opportunity (EEO) program objectives; a supervisor's role in the EEO program and the processes available to meet EEO objectives. ABILITY TO: Apply nursing techniques; observe and record symptoms and behavior; keep records and prepare reports; gain the interest, respect and cooperation of patients; learn and apply sound judgment in situations requiring the protection of persons and property; plan, organize and direct the work of others; effectively contribute to the Department's

EEO objectives.

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

Assures participation in Performance Improvement activities such as the Central Medical Services and Public Health audits.

Relationship Security: Demonstrates professional interactions with patients and maintains therapeutic boundaries.

	TECHNICAL COMPETENCIES Maintains ability to do basic word-processing and data entry on a PC. 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. TRAINING CATEGORY - 1 The employee is required to keep current with the completion of all required training. The employee is required to complete Ethics Training Pursuant to Assembly Bill 3022 and Government Code 11146.4. The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict- of-interest code. 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