DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Nursing Services – Education and Competency Program	CLASSIFICATION TITLE Nurse Instructor, Correctional Facility				
	WORKING TITLE				
	COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
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.

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PRIMARY DOMAIN:	

Under the supervision of the Chief Nurse Executive or Director of Nursing, the Nurse Instructor (NI), Correctional Facility (CF), is responsible for planning, developing, implementing, assessing, and evaluating the training, educational and competency programs for all nursing personnel in compliance with the Incarcerated Medical Services Policies and Procedures, the Mental Health Services Delivery System (MHSDS) Program Guide, and the various levels of nursing licensure. The NI, CF is responsible to work with management and other health care providers to address and meet the ongoing training needs of the staff, to facilitate and provide orientation programs for new employees, and to promote the efficient, appropriate, and cost-effective use of health care resources. The NI, CF is experienced and knowledgeable in all aspects of the nursing process, to include nursing protocols, policies and procedures, treatments, etc; nursing scopes of practice; principles, methods and strategies of teaching and learning, and needs of adult learners.

% 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%	Assesses, plans, develops, implements, and evaluates all orientation, In-Service Training (IST), and continuing education programs for nursing personnel. Constructs the curriculum, course outlines, course objectives, teaching methods, and evaluation tools for the nursing education and competency program. Researches and develops classroom teaching modalities and advises others on training principles and practices. Oversees the evaluation of education programs and makes recommendations, and assists in the development and implementation of educational policies and procedures. Maintains and organizes educational and training records in compliance with Department, institution, and licensing requirements. Maintains a current roster of instructors and subject matter experts. Evaluates training trends and costs, and prepares reports and recommendations.
40%	Plans and initiates competency and skill performance activities. Receives, disseminates, and trains on all nursing care topics provided by headquarters. Provides classroom and individual employee training as indicated or directed by Nursing Leadership. Coordinates and collaborates with nursing services supervisors and other Department supervisors to facilitate required training programs based on internal and external nursing practices audits and performance evaluations and committee reports as it relates to nursing. Prepares and maintains an annual training calendar. Updates and distributes a training and continuing education calendar monthly and posts course flyers. Orders and ensures timely delivery of needed training and educational materials, supplies, and equipment. Serves as a resource person to provide ongoing learning and self improvement.
10%	Attends all trainings, meetings and committees as directed by the Chief Nurse Executive (CNE) or designee. Participates in quality improvement activities such as chart reviews, audits, and participation on the Quality Improvement Team. Assists in the development, revision and implementation of all 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.
5%	Performs other related duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles and techniques of planning, organizing, and conducting educational programs for adult learners; professional nursing principles and techniques; disease process and treatment modalities; appropriate administration of medications; principles and procedures of infection prevention and control; principles of effective verbal, written and group communications. *Ability to:* Apply the principles, methods, and techniques involved in planning, developing, organizing and conducting educational and training programs for adult learning in nursing and related subjects; employ available instructional technology; evaluate the progress of students; communicate effectively; maintain effective working relationships with health care professionals and others; analyze situations accurately and take effective action; keep records and prepare reports. **LICENSURE REQUIREMENT** Active California Registered Nursing License in good standing. **EDUCATIONAL REQUIREMENT** Complete continuing education as required for maintenance of California Registered Nurse License and as a condition of employment (40 hours of IST and on-the-job training annually). **ADDITIONAL ESSENTIAL REQUIREMENTS**

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.
- Aptitude for and interest in teaching nursing; 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.

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