

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA**

JOB CLASSIFICATION: SUPERVISING REGISTERED NURSE (NURSING EDUCATION DIRECTOR)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

The Supervising Registered Nurse (SRN) shall be a qualified Registered Nurse, licensed by the State of California. Under the direction of the Training Officer III, is responsible for the management and clinical supervision of the Nurse Instructors in the Training Education Center (TEC); is responsible for their nursing care and care practices; plans, implements, and evaluates current and new nursing policies; responsible for the ongoing monitoring, assessing, and makes recommendations for the maintenance of quality nursing services delivered to the patients we serve; works with other disciplines to integrate nursing services to provide a total Wellness and Recovery program; instructs, plans, directs, supervises and evaluates nursing personnel; assists with identification and resolution of Risk Management issues associated with nursing services. The SRN must have knowledge of theories, practices, ethics, and values of the nursing profession; requirements of regulatory agencies, the hospital Administrative Directives, Policies and Procedures, the policies regarding staff supervision, grievances, complaint handling, according to the Department of State Hospitals, and recovery principles. The SRN is responsible to plan, organize, direct, and conduct the nursing education programs for the nursing service staff, other hospital personnel, and for student professional nurses; and to do other related work. The SRN shall possess knowledge of; methods, and techniques in planning, organizing, supervision and conducting educational courses in general and psychiatric nursing and related subjects; direct the work of others; communicate effectively; keep records and prepare reports; evaluate educational programs in terms of effective performance and revise courses accordingly and effectively contribute to the department's equal employment opportunity objectives.

40 %

PROVISION OF CARE

The SRN (Nursing Education Director) is responsible for the planning and oversight of the Psychiatric Technician Apprentice Program and the direct supervisor of Psychiatric Technician Apprentices. The Oversight and issuing of Continuing Education Courses and events for Nursing Staff. The SRN (Nursing Education Director) is responsible for the direct supervision of the Nurse Instructors under the Nursing Education Director, including Psychiatric Technician Apprentices, who are responsible for the nursing care of patients.

The SRN (Nursing Education Director) will develop and maintain trusting relationships with current staff, and will provide training applicable to the following: responding to challenging situations and the appropriate way to approach all difficult situations in the Training and Education of all hospital

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employees. Utilizing creative solutions and problem solving techniques.

The SRN oversees the clinical competence and activity of the Training and Education instructors and apprentice, insures compliance with requirements of all regulatory agencies, participates in quality audits for evaluation of clinical nursing care, and processes; participates in environmental surveys to assess, ensure cleanliness, and safety.

The SRN ensures that staff are competent and skilled in their response to emergency procedures and insures all emergency equipment is monitored and in good working order; ensures staff compliance with DSH-Napa Policies, Procedures, and Directives; promotes the Nursing Process for situations; evaluates the performance of assigned nursing staff, and completes required performance appraisals of nurse instructors based on standards specified in duty statements; and takes any appropriate action.

The SRN is responsible for continuous and ongoing training, inspections, coaching, mentoring, in-service instruction, skills assessment, competency evaluations, and auditing on a scheduled and impromptu basis of nurse instructors.

The SRN provides in-service training for new policies, policy revision, and identified needs for instructors and apprentices.

The SRN develops reviews, approves, and updates curriculum for mandated and elective training including courses for Continuing Education of nursing staff and newer courses directed by State Administrative Letters and regulatory agencies such as Licensing and Joint Commission.

The SRN coordinates the clinical affiliation of Nursing instructors, and Psychiatric Technician apprentices.

Develop monthly training calendars for new employees, recertification courses and other elective or mandated classes and ensures availability of adequate training supplies and equipment.

Reviews teaching methods/techniques of each member of the nursing education staff annually and as needed. Completes performance evaluation of each member yearly.

Participates in the monthly Training Education Center staff meeting to ensure that training needs are identified and met by the training

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department.

Meets with the nursing department and program management; attends interdepartmental meetings to identify training needs, recommend and assist in implementing training plans to ensure optimal hospital wide training compliance. Ensure that the Training Department is adequately represented in hospital committees relative to training.

20%

COMPLIANCE WITH LEGAL MANDATES THAT GOVERN HOSPITAL OPERATIONS

Complies with legal mandates, which govern Hospital operations. Represents the hospital after hours to the public and other agencies. Provides on-site supervision for Nursing Services, participates in Quality Improvement activities by participating in quality audits, preparing reports of findings, working with nursing personnel in identifying barriers, issues, recommendations, and action steps initiated.

Liaison between the Central Nursing Services and Standard Compliance department of the Joint Commission and Licensing issues.

Practice Recovery Principles.

Ensures the hospital meets the system-wide expectations and requirements of the Joint Commission for the Accreditation of Hospital.

Ensures the hospital meets the system-wide expectations and requirements of the Department of Public Health Services State licensing requirements.

20%

COACHING, TEACHING, MENTORING, TRAINING

Develops, reviews, and revises training materials used in providing ongoing training and orientation for new staff assigned to the department and in the hospital:

Supervises RN Instructor and Training staff to facilitate orientation of new employees, recertification training and other training mandated by the State and other regulatory agencies.

10 %

SAFETY & SECURITY

Assists in maintaining a safe, secure environment for all individuals

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served for all employees of DSH-Napa, and visitors; identify safety and security breaches that may lead to an Individual's escape or adversely affect the safety, security and well-being of others; insures that those issues that may compromise the safety and security and well-being of all patients served, staff and visitors are immediately reported to an administrative supervisor for follow-up; observes and intervenes in instances of disruptive behavior.

10 %

NURSING LEADERSHIP

Provide nursing care and leadership during emergencies and when clinically indicated; may participate in the selection of nursing staff; prepare memo documents and reports of activities; findings and recommendations; other duties as assigned based on clinical needs of the hospital.

0 %

SITE SPECIFIC DUTIES

None.

0 %

TECHNICAL PROFICIENCY

None.

2. SUPERVISION RECEIVED

The Supervising Registered Nurse, Nursing Education Director, functions under the direction of the Training Officer III.

3. SUPERVISION EXERCISED

The Supervising Registered Nurse, Nursing Education Director, provides direct supervision to Nursing Education this includes the Nurse instructors and the Psychiatric Technician Apprentices. The SRN provides clinical supervision to all Nurse Instructors, Psychiatric Technician Instructors and affiliated students.

4. 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;

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keep records and prepare reports; gain the interest, respect, and cooperation of patients served; 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.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

AGE SPECIFIC

Provides services commensurate with age of patients served being served. Demonstrates knowledge of growth and development of the following age categories:

- ☐ Pediatric ☐ Adolescent ☒ Adult (18-54) ☒ Geriatric (55 & up)
- Geriatric: Assesses confusion in a geriatric individual taking into consideration medical or physical causes.
 - Adult: Assesses, documents, plans and evaluates the effects of altered psychosocial role resulting from the patients served dependent hospitalized status.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (TSI).

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. 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:

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- Possess the legal requirements to practice as a professional Registered Nurse in California.

7. **TRAINING** - Training Category = **A**

The employee is required to keep current with the completion of all required training.

8. **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 and the public;
- Comply with hospital policies and procedures

The employee is required to work any shift and schedule in a variety of settings throughout the hospital 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 safely perform their essential job duties.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date