DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
Folsom State Prison	071-213-8241-001
UNIT NAME AND CITY LOCATED	CLASSIFICATION TITLE
Nursing Services – Represa, CA	Receiver's Nurse Executive (Safety)
	WORKING TITLE
	Chief Nurse Executive

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☒ No ☐	E	M17	LT	FT

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
	300 Prison Road Represa, CA 95671
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 direct supervision of the Chief Executive Officer, this position is the highest-ranking nurse manager within a California Department of Corrections and Rehabilitation (CDCR) adult institution. Assumes comprehensive 24-hour and 7-day (24/7) accountability for the operations and delivery of all patient care services throughout a CDCR institution or designated institutions.

% 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
50%	Directs all nursing activity within the institution and ensures compassionate, safe, effective, timely, efficient and equitable patient-centered care in conjunction with other health care discipline managers, and in coordination with custody. Develops and maintains a competent nursing team to deliver evidence-based patient-centered care. Participates in nurse recruitment and retention programs. Participates directly in the selection of key nursing and patient care positions assigned to the institution. Develops and monitors nursing performance expectations; performs competency assessments; mentors and coaches nursing personnel throughout the institution. Assesses nursing professional training and orientation needs and participates in the development of orientation and education programs to promote staff development policies. Develops and implements clear and realistic performance expectations, issues letters of instruction and counseling memoranda, effectively recommends formal disciplinary action to the institution Chief Executive Officer, and upon delegation from the Chief Executive Officer, takes disciplinary action.

30%	Assists in the development and maintains an on-going program to deliver, monitor, evaluate, and improve the quality and appropriateness of all nursing care in the institution. Assists with the development of nursing policies, procedures, and protocols, and with the development and implementation of nursing services staffing plan policies. Implements statewide policies, procedures, and protocols for the delivery of health care services. Identifies problems and implements solutions for operational and organizational issues pertaining to nursing. Directs nursing quality improvement teams and ensures that nursing audits are conducted on an on-going basis, including the development and implementation of corrective actions plans.
20%	Participates in the assessment and monitoring of productivity, workload, administrative and support systems, and internal reporting relationships as directed; identifies and makes recommendations for improvement and assists in the implementation of changes. Assists with the formulation of operational and capital budgets and makes decisions or effectively recommends a course of action with regard to management of the institution's nursing budget. Other duties deemed necessary.

KNOWLEDGE AND ABILITIES

Knowledge of:

Required core competencies include:

- Professional/technical expertise
- Customer focus
- Teamwork
- Valuing diversity
- Managing performance
- Leadership
- Planning and organizing
- Organizational savvy
- Process improvement
- Developing others
- Managing change
- Strategic view

DESIRABLE QUALIFICATIONS

- Clinical nursing experience in a correctional facility; Master's Degree in nursing or other health care related field; Basic Care Life Support certification; Advanced Care Life Support certification; and experience in health care system and program design and development.
- Desirable core competencies include: Communication and relationship building; knowledge of the health-care environment; and professionalism and business skills.

OTHER DOMAINS

Not applicable

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

- Incumbents must possess and maintain sufficient strength, agility and endurance during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, incarcerated person or the public.

	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.

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