DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	095-213-8185-XXX
UNIT NAME AND CITY LOCATED Health Care Services ~ Nursing San Quentin, CA	CLASSIFICATION TITLE Certified Nursing Assistant- CF WORKING TITLE Certified Nursing Assistant

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☐	2	R20		

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)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

PRIMARY DOMAIN:

Under the direction of the Supervising Registered Nurse II, the Certified Nursing Assistant provides nursing care, assists the provider or nurse examination and treatments of patients; motivate and assist patients in developing and utilizing their maximum potential for self-care. Certified Nursing Assistant must provide care within the parameters of the certification. Duties include but are not limited to the following:

% 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
60%	Provides care and tends to physical needs of incarcerated patients, takes and records blood pressure; takes and records oral temperature, pulse, and respiration; takes and records weight and height; assists in the collection of laboratory specimens; reports patients clinical symptoms, behavior, and treatment administered to Registered Nurse.
20%	Prepares patient for examination by physician; assists medical or licensed nursing staff before, during, and after patient's treatment program; escorts patient to and from clinics and other housing units; administers life support in emergency situations; assists activity program for patients, i.e. bed sitting, muscle tone and range motion to increase ability to perform activities of daily living; assists and encourages patients in accepting and utilizing special devices and equipment prescribed for physical comfort and/or rehabilitation; assists in serving meals and special diets; sorts, counts and distributes linen.
10%	Perform other tasks as required and as defined by the California Code of Regulations, Title 22, Division 5 Chapter 2.5 Article 3, 71835 through 71841; maintain order and supervise the conduct of persons committed to the California Department of Corrections and Rehabilitation.
10%	Attends all training meetings, and seminars as needed or required. Performs other related duties.

KNOWLEDGE AND ABILITIES

Knowledge of: Routine techniques for bathing, feeding, lifting and transporting incarcerated patients, making beds, and caring for inmate patients; clothing and other property; hospital routine and procedure; appropriate methods and attitudes for meeting the physical and psychosocial needs of physically ill and/or disabled patients; and basic first aid.

Ability to: Develop skills in the performance of routine hospital techniques of bathing, feeding, lifting and transporting patients, making beds, and caring for patients' clothing and other property; assist medically trained personnel; communicate at the level required for successful job performance; keep simple records; follow oral and written directions; and analyze situations accurately and participate in an appropriate course of action

DESIRABLE QUALIFICATIONS

OTHER DOMAINS

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

- Person appointed to this position must possess and maintain sufficient strength, agility, and endurance to perform physically, mentally and emotionally during stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, incarcerated persons, 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

The following is a definition of on-the-job time spent in physical activities:
Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of a workday
Occasionally: Involves 1/3 or less of a workday
N/A: Activity or condition is not applicable

Standing: Frequently – stands for periods of time to take vital signs, dress and undress patients, assist in program activities for patients, sorts, counts, and distributes lines.
Walking: Frequently – has to walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes.
Sitting: Occasionally – at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking.
Lifting: Frequently – lifts files weighing a few ounces and rarely files weighing up to 20 lbs. May assist in lifting patients weighing up to 300 pounds.
Carrying: Frequently – this activity can be considered to require the same physical demands as lifting.
Stooping/Bending/Kneeling/Crouching: Frequently – stretches, stoops/bends, kneels, and crouches to pull/ file documents from the lower shelves in filing cabinets.
Reaching in Front of Body: Frequently – will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes.
Reaching Overhead: Occasionally – reaches overhead to retrieve objects.
Climbing: Occasionally – climbs steps throughout the institution during performance of regular work responsibilities.
Balancing: Occasionally – balances when using the step stool, stairs or lifts.
Pushing/Pulling: Frequently – has to push/pull to open file drawers, desk drawers, carts and racks.
Fine Finger Dexterity: Constantly – will use fine-finger dexterity to write information onto documents and to type information into the computer, manipulate equipment such as a fax machine or telephone.
Hand/Wrist Movement: Constantly – uses hands and wrists in the handling of documents and files, typing, data entry and writing.
Crawling: N/A
Driving: Occasionally
Sight/Hearing/Speech/Writing Ability: Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The CNA will frequently use hearing, speech and written language to interface with staff, visitors, patients and community.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The CNA may work in an office with his/her own desk area and computer, with florescent lighting and a thermostatically controlled environment.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The CNA utilizes a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, and basic medical equipment.

GENERAL POST ORDER ADDENDUM.
General requirements: Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to CDCR policies, procedures, and physical plant to facilitate effective access to CDCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- measures to ensure effective communication (see below); housing accommodations such as wheelchair accessible cells, medical beds for incarcerated patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
- work rules that allow the inmate/patient to have a job consistent with his/her disabilities. Medical staff shall provide appropriate evaluations of the extent and nature of inmates' disabilities to determine the reasonableness of requested accommodations and modifications

Equally Effective Communication: The Americans with Disabilities Act (ADA) and the *Armstrong* Remedial Plan require CDCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify inmates/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with inmates/patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the inmates/patient. Consult the ADA Coordinator for information or assistance
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document Whether the inmates/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided if an inmate/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

DECS: The Disability Effective Communication System (DECS) contains information about inmates/patients with disabilities. Every institution has DECS access and staff must review the information it contains in making housing determinations and providing effective communication.
Housing restrictions: All inmates/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that inmates/patients are housed appropriately
Prescribed Health Care Appliances (including dental appliances): Staff (health or security) shall not deny or deprive prescribed health care appliances to any inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.