DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA

CLASSIFICATION: **UNIT SUPERVISOR (SAFETY)**	
Approved by Clinical Administrator (A) – John Sanzberro **Signature:** [signature]	**Date Approved:** 7/23/25

1. **MAJOR ~~TASKS~~, DUTIES AND RESPONSIBILITIES:** The Unit Supervisor (Safety) supervises level of care staff; monitors and maintains the administration of the routine psychiatric nursing services of a unit; coordinates the work and the staff of a unit and works as a liaison between unit staff on different shifts; trains and develops shift leads and instructs level-of-care nursing personnel in nursing, habilitation, and rehabilitation techniques for committed patients; and performs other related work.

40%

- Practice the principles and methods of effective employee supervision including the role modeling of professionalism in all interactions with staff/patients, regularly demonstrating proficiency in understanding of facility policy and procedures and consistency in attendance and work production.
- Maintain 24-hour supervisory responsibility of assigned unit to oversee the practice and standards of patient care is conducted based on facility and licensing guidelines; using effective supervisory skills including group, and one-on-one performance monitoring; analyzing and implementing performance improvement plans for the assigned employee.
- Monitor and review staff unscheduled time usage and establish performance improvement or attendance plans when necessary. Review accuracy of time keeping for assigned staff by auditing the appropriate forms (e.g., 634, 682) for accuracy.
- Oversee assignments and documentation of staff, addressing issues as needed, initiate performance improvement recommendations or corrective actions for staff as appropriate.
- Communicate with permitted external agencies (e.g. California Department of Public Health, Patient's Rights, Legal) as required.

30%

- Manage the operations of a state hospital unit including the supervision of nursing staff providing medical and psychiatric care of patients. i.e. (patient groups, medication administration, and required services for patient care).
- Follow written and verbal instructions, keep accurate records and develop clear, concise reports; while utilizing proper spelling and grammar to ensure that written materials prepared and reviewed are complete, concise and free of errors. Read and comprehend written materials in order to apply the information to daily tasks.

- Clearly communicate ideas and/or information verbally to staff and other facility employees to meet operational needs.
- Consistently demonstrate flexibility in adapting to changes in work priorities, work assignments, and other emergent or critical issues that may impact the pre-established course of action for completing daily assignments.
- Effectively communicate information to staff and working collaboratively with stakeholders to meet operational needs and forensic patient care.
- Provide effective communication with nursing and clinical staff, sharing changes in polices/procedures in a timely manner and providing direction and training for compliance as needed.
- Provide training and orientation to new staff on essential tasks and educate them on policies and procedures to ensure continuity of care and facility security
- Function as the Program Officer of the Day (POD) as assigned by the Program Director (PD), outside of normal business hours. This will include making and receiving telephone calls and communicating with PD. The POD may be required to visit the facility after hours or on scheduled days off.
- Complete administrative functions as assigned, including, attending required meetings, treatment teams, emergency drills, inspections, audits, and assigned workgroups or committees.
- Complete supervisory reviews for all Special Incident Reports (SIR) and Medication Variance Reports (MVR) and ensures they are clear, concise, accurate, and complete.

20%

- Collaborate with all disciplines assigned to the unit treatment team to plan, coordinate and implement a measurable treatment plan for patients.
- Oversee the safe administration of medications and treatments by utilizing observation of the administration process and by reviewing medication variances and other associated reports.
- Ensure facility and department policies and procedures (e.g., restraint and seclusion policies, departmental special orders, facility Administrative Directives and Nursing Policy and Procedures) are followed, to maintain safety of staff and patients, using meetings and training.
- As required by facility policy, oversee consistent inspections of the physical environment to identify safety, and security hazards including, but not limited to cleanliness, damaged property, malfunctioning equipment and security breaches that could lead to an injury or escape.

- Perform security focused tasks to ensure the safety of patients and staff including security escorts to meals/activities and conduct routine searches and inspections for contraband as defined in the statewide and site-specific contraband lists, patient mail, living areas and unit-wide inspections.

10%

- Act quickly, effectively, and professionally in emergency situations.
- Ensures enhanced observation orders are performed per physician's order(s) and hospital policies and procedures.
- Maintain safety and security of the hospital by applying hospital policies and procedures. Maintain appropriate training/certifications for Therapeutic Strategy Intervention (TSI);
    - That may include patient verbal de-escalation, behavioral stabilization, heavy lifting, applying restraints and responding to emergency situations throughout the hospital.
    - Support a safe working environment; practices the strategies and interventions that promote a therapeutic milieu; works towards developing therapeutic alliances with paitents, applies and demonstrates knowledge of correct methods in the management of assaultive behavior.
- Perform nursing procedures such as taking/assessing patient vital signs, perform perineal care, basic first aid methods including dressing changes, assist patients with ambulation/range of motion, assist patients with feeding, conduct enhanced observations (behavioral/medical), properly utilize personal protective equipment, clean and sanitize blood/body fluid spills per infection control policy/procedures and properly handle infectious or soiled linens/clothing.
- Oversee the processing of physician's order(s) on a unit, including transcription into the medication administration records, communications with pharmacy, administration of medications, hypodermic injections and medical treatments.
- Ensures staff administer medications according to physician orders and hospital policy.

2. SUPERVISING RECEIVED:

Nursing Coordinator

3. SUPERVISION EXERCISED:

Pre-Licensed Psychiatric Technician (Safety)
Psychiatric Technician Trainee (Safety)
Psychiatric Technician Assistant (Safety)
Psychiatric Technician (Safety)
Senior Psychiatric Technician (Safety)
Registered Nurse (Safety)
Responsible for twenty-four hour supervision of a treatment unit, patients and staff.

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Fundamental nursing care and pharmacology; legal aspects of patient care; general psychiatric nursing theory and practices; techniques in the care and treatment of developmentally or mentally disabled; or disordered offenders; principles and practices of ward or unit management; principles and techniques of effective supervision; familiar with applicable nursing services bargaining unit contract; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment and practice a high level commitment to workplace safety and security.

ABILTITY TO: Supervise the work of level-of-care personnel; establish cooperative working relationships between various disciplines; manage a developmental center, State hospital, Psychiatric Program, or correctional facility level-of-care unit; follow directions; analyze situations accurately and take prompt, effective action; keep records; develop clear and concise reports; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever 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 of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates 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.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES:

- Sexual Harassment policy.
- Demonstrates knowledge of and attitudes consistent with psychiatric and nursing modalities, including stages of change, basic values/beliefs, and the individual involvement in designing their own recovery plan.
- Demonstrate working knowledge of the sex offender treatment program.
- Possess knowledge of the laws pertaining to sexual violent predator commitments (W&I Code 6600 et. Seq.) and mentally ill inmates admitted from the Department of Corrections (pursuant to Penal Code 2684).
- Therapeutic Relationships: Demonstrate professional and recovery-oriented interactions with individuals; maintain personal and therapeutic boundaries.

TECHNICIAN PROFICIENCY (SITE SPECIFIC):

- Medication Administration oversight and monitoring
- Preparation of Evaluations
- Completion of supervisor development programs and annual trainings.
- Ability to develop shift leads and schedule/supervise/monitor performance of unit staff
- Relationship Security
- Patients' Rights Advocacy Program
- Search policies and procedures
- Pain Management

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 Services.

7. **TRAINING:**

Training Category – 1 – Training Procedure No. 03-11.
The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS:**

- Employee is required to work inside a Secured Forensic Facility with forensic patients and Sexually Violent Predators.
- Climate regulated environment with occasional exposure to outside weather.
- May be required to use cleaning chemicals.
- Physical requirements are outlined on the attached Physical Requirements Information.

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules, policies, and regulations of the Department of State Hospitals (DSH) and of the hospital, DSH-Coalinga, and the provisions of the Memorandum of Understanding (contract) of affiliation.

EMPLOYEE IS REQUIRED TO:

1. Report to work as scheduled.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client, and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. 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.

Employee Signature	Print Name	Date
Supervisor Signature	Print Name	Date