State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED	HOMES DIVISION	IN-SERVICE EDUCATION	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
NURSE INSTRUCTOR	NURSE INSTRUCTOR	576-150-8154-001

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
VHC – WLA	Monday-Tuesday: 7:00 a.m. – 3:30 p.m. Thursday-Friday: 3:00 p.m. – 11:30 p.m.	PERMANENT	PART-TIME (.80)

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	NO	2	R17

Under general direction of the Supervising Registered Nurse (Quality Assurance), the Nurse Instructor teaches, provides training and direction to Home employees in a staff development program and performs other related duties. Specific duties include but are not limited to the following:

% of time performing duties	ESSENTIAL FUNCTIONS
50%	Plan and deliver all staff in-service training addressing mandatory topics and other requested or required facility staff training using consultants where appropriate. Schedule and deliver at least 24 hours of in-service training for all nursing staff annually through classes which are made available at times accessible to all shifts. Evaluate in-service training to develop programs that enhance facility employee's skills. Verify nursing staff competency in skills performance, positive regard for residents, and developmental needs of direct care staff using a skills checklist and intervene with mini in-service immediately if necessary. Establish files of course completion certificates for employees who attend in-service training in the facility. Retain all records of in-service training with required information for the maximum retention period.
15%	Write/update policies on facility staff development programs. Prepare applications for Director of Staff Development (DSD), Orientation, in-service, Continuing Education, and Certification Training programs (as applicable) for approval by California Department of Public Health (CDPH). Prepare Department of Health Services (DHS) renewal applications for all orientation and in-service training programs. Provide program change information to DHS, when appropriate, within 30 days of the change. Prepare/obtain and file lesson plans for all programs taught for facility employees. Maintain a current schedule of all students and outside instructors who may be in the facility doing training.
15%	Schedule and coordinate orientation program for all new facility staff. Ensure all nursing assistants complete 16 hours of required orientation training during the first 40 hours of employment. Complete an Orientation Skills Return Demonstration Checklist on all nursing staff showing they are competent to perform all direct resident care tasks they will be assigned. Provide skill training to new staff in any deficient area noted above before allowing the nursing assistant to perform the task with a resident.
10%	Retain and file an Orientation Checklist, including a Skills Competency (Return Demonstration) Log, signed-off by a licensed nurse for all nursing staff who complete orientation in the facility. Maintain copies of all requested and CDPH approved program applications, resumes, changes,

	and final approvals. Make available records of all classes attended when requested by nursing staff for certificate renewal.
5%	Participate in nursing staff hiring process as an interviewer or screener of applications. Provide resources for staff in-services in skills development. Participate as a member of committees as directed and needed. Develop training interventions to resolve problems. Participate in Care Plan Conferences to monitor for training as needed.
NON-ESSENTIAL FUNCTIONS	
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. *Some travel may be required (i.e., travel to off-site conferences, meetings or training).*	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
VISION: View computer screen; prepare various forms, memos, reports, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to various units.					X
SITTING: Work station; meetings; training.					X
STANDING: Copy documents; conduct training.			X		
BALANCING:		X			
CONCENTRATING: Review charts; verbal and written communication; provide information; observe residents; prepare various forms and documents.					X
COMPREHENSION: Understand needs of staff; understand policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of teamwork.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, computer keyboard and medical monitoring equipment.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Medical equipment; charts and reports.		X			

CLIMBING:		X			
BENDING AT WAIST: Use copier; access low file drawers.		X			
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Carts; wheelchairs.		X			
HANDLING: Charts; medical equipment.		X			
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer; telephone; copier; printer; fax machine; medical equipment.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**