DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Nursing Services	CLASSIFICATION TITLE Registered Nurse, Correctional Facility				
	WORKING TITLE				
	COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
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 supervision of the Supervising Registered Nurse II/III, Correctional Facility (CF), the Registered Nurse (RN), CF organizes and provides necessary nursing care in accordance with applicable policies, procedures, regulations, and program requirements in a variety of correctional health care settings. The RN, CF in collaboration with the health care team ensures the delivery of appropriate and timely health care to patients and coordinates interdisciplinary communication to promote continuity of care. The RN, CF is responsible for addressing the ongoing health care needs of patients and for promoting the timely, efficient, and appropriate use of health care resources.

% 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
40%	Provides nursing care to patients in a variety of correctional health care settings to include urgent/emergent, episodic, planned, and end-of-life care. Performs disease prevention and infection prevention and control activities for all patients in all settings. Assesses, plans, implements, monitors, and evaluates the patient to develop an appropriate, individualized Plan of Care. Assesses the patient and reviews clinical information at established intervals to evaluate the effectiveness of the Plan of Care. Coordinates care to achieve optimal clinical and quality of life outcomes. Educates and coaches patient in self care, wellness, symptom, and disease management for both episodic and planned care. Serves as a patient advocate.
40%	Participates in the daily care team huddle and population management sessions. Makes recommendations to the care team and effectively communicates and collaborates with all disciplines involved in the care of the patient including members of the larger health care team in the community or other institutions. Collaborates and coordinates with other nursing peers in all service line delivery areas such as Primary Care, Specialty Services, Inpatient, Triage and Treatment Area,

	Mental Health, and Receiving and Release to ensure continuity of care and prevent lapses. Delegates nursing care activities to appropriate nursing staff within the care team. Utilizes decision support tools such as master registry, patient summaries, scheduling and diagnostics reports, and other tools to monitor effectiveness of treatment planning and adjusts course in care in collaboration with the care team.
10%	Attends all trainings, meetings, and committees as directed by the Chief Nurse Executive (CNE) or designee. Participates in quality improvement activities such as chart reviews, audits, and participation on the Quality Improvement Team. Assists in the development, revision, and implementation of all policies and procedures as directed by the CNE or designee.
5%	Maintains a safe and secure work environment and follows all safety precautions and Department policies and procedures. Reports any unsafe equipment or inappropriate conduct and/or activity to management.
5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Professional nursing principles and techniques; disease process and treatment modalities; appropriate administration of medications; principles and procedures of infection prevention and control; and principles of effective verbal, written, and group communications. *Ability to:* Apply nursing principles and techniques; assess, evaluate, and record symptoms and behavior; plan, organize, and direct the work of others; analyze situations accurately and take effective action; and maintain effective working relationships with health professionals and others. **LICENSURE REQUIREMENT** Active California Registered Nursing License in good standing. **EDUCATIONAL REQUIREMENT** Complete continuing education as required for maintenance of California Registered Nursing License and as a condition of employment (40 hours of In-Service Training and on-the-job training annually). **ADDITIONAL ESSENTIAL REQUIREMENTS** Ability to work mandated overtime hours as needed. **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** Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated. Assignments may include sole responsibility for the supervision of the incarcerated and/or the protection of personal and real property.

	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. • Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.

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