**DUTY STATEMENT**
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

*Box reserved for Personnel Section*

| RPA # | Position Control Approval: DF | Date: 5/29/2025 |
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| **Employee Name** | **Division** Clinical Administration | | |
| **Position No / Agency-Unit-Class-Serial** 455-XXX-8096-XXX | **Unit** Various | | |
| **Class Title** Supervising Registered Nurse – After Hours (Safety) | **Location** Atascadero State Hospital | | |
| **Subject to Conflict of Interest** ☐Yes ☒No | **CBID** S17 | **Work Week Group** 2 | **Class Ranges** T |

**MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**
Under general direction of the Nursing Coordinator (NC), coordinates the nursing care activities in a Hospital treatment programs and assists Program Directors with the administration of a treatment programs with emphasis on nursing care activities, and does other work as required.

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| 40% | **Daily, on assigned shift, visits and observes program unit staff, assessing competency on an ongoing, timely basis. Manages and monitors that nursing staff adhere to policies and procedures, regulations and guidelines. Anticipates actual/potential problems that may occur on their shift and sets priorities accordingly.**<br><br>**During their shift and at the conclusion of each shift, as required, provides regular and comprehensive feedback to other Program Management and Unit supervisors (US)/ Supervising Registered Nurses (SRN) regarding observations and rounds, actions initiated, and effectiveness of action taken.**<br>**Serves as an after-hour resource to staff for solving administrative issues which potentially impact patient clinical care. Supervises subordinate shift supervisors in the review of acuities. Supervises and, as needed, assists subordinate staff in completing duties to ensure safety and security of the facility.**<br><br>Assists staff in problem solving process, develop approaches to patient care, and addresses unresolved nursing issues. Identifies employee performance deficiencies/training needs. Monitors staff related to completion of time sensitive assignments. Actively participates in and oversees the decision-making process related to patient relocation/transfer between units due to patient medical or behavioral issues.<br><br>**In collaboration with the Central Staffing Office, reviews and approves/denies all requests related to overtime, reviews program and unit staffing balances ensuring resources are assigned appropriately per policy and addresses any emergent staffing issues. Assesses and intervenes immediately in instances of** |

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| | **suspected employee substance abuse or other impairment, ensuring policy and procedures are followed to maintain patient, staff and facility safety.**<br>**Responds personally to critical incidents such as assaults on employees or patient disturbances or other situations threatening facility security. Coordinates after hours critical incident stress debriefing as needed.**<br><br>Knowledgeable of and able to enforce and oversee all fire-life-safety procedures.<br>Manages and implements disciplinary action where immediate intervention is required to assure the safety of patients, staff, the institution, and the public.<br>Serves as resource person regarding Hospital/Program policy.<br>Is familiar with applicable nursing service employee labor contracts and clarifies alleged work contract violations which may impede hospital operations after hours. Encourages professional development of nursing services staff by supporting the CQI process, in-service training, formal education, professional organizations (PNA, PTPO).<br><br>**Ensures nondiscriminatory employment practices as well as nondiscriminatory delivery of service to patients. References Hospital and Department EEO policy as necessary. Monitors the performance of employees to ensure the workplace is free from sexual harassment. Maintains appropriate monitoring and intervention relative to Relationship Security.**<br><br>Models and ensures a proactive approach of safe work practices.<br><br>**Reports staff concerns regarding health and safety issues to the Area Specific Health Safety or Violence Prevention Committee.** Completes required documentation according to policy for Public Health and other health and safety related requirements. |
| 30% | **Coordinates the nursing care activities during evening or overnight hours, weekends, and holidays in all aspects of a treatment program**. Assures a safe environment and compliance with Title 22 environmental issues, Patient's Rights, Joint Commission and licensing standards of care. Routinely monitors the Daybooks, Random Shakedown Logs, Security and Sanitation Inspection Sheets, Pharmacy Audits and other reports to ensure the safety, security and sanitation of units and programs.<br><br>Assures that Program/Unit nursing policies/procedures are met for patient care needs in congruence with the Nursing Procedure Manual, Hospital Administrative Directives, Title 22, Joint Commission and other regulatory agencies. Provides recommendations to program management as necessary. **Provides administrative supervision during assigned shifts.** Under direction of the **NC,** audit and report time usage for patterns and trend analysis. Promotes an environment conducive to meeting the Hospital mission. Collaborates with US, Health Services Specialists (HSS), SRN and other Program Management to assess and address competency issues relative to nursing staff. As assigned, perform Program Management's review and response on Special Incident Reports. |

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| | Works with other Hospital departments to ensure after hours operational needs of programs are met. Ensures open lines of communication for smooth and timely implementation of plans and procedure changes. |
| 30% | Promotes an atmosphere of team building. **Regularly communicates with Program Nursing Coordinators on the delivery of treatment and nursing services. Provides liaison with NOD staff, Program Officer of the Day, and Department of Police Services Watch Commander. Consults with, advises, and directs on-duty nursing staff in the delivery of treatment and ensures nursing services are being provided per Standard of Care. Acts as Program Officer of the Day.**<br><br>**Responsible for internal registry nursing staff (PT, RN), monitoring their schedules for compliance with facility requirements, approving leave requests or other schedule changes, monitoring performance and training, identifying performance goals, training and career objectives, and completing timely and meaningful evaluations. Ensures compliance with mandatory training standards. Evaluates and provides direction regarding SIR documentation for compliance with facility policies. Oversees timely completion of assessments and physicians' orders, the application of restraints and seclusion, and provides staff ongoing timely feedback to ensure policies and procedures are followed.** |
| Other Information | **Supervision Received:**<br>Nursing Coordinator provides administrative supervision, and the Nurse Administrator/Designee provides Clinical Supervision through the Criteria Based Performance Evaluation.<br><br>**Supervision Exercised:**<br>The After-Hour Supervising Registered Nurse supervises nursing staff on the units including but not limited to, Senior Psychiatric Technicians, Registered Nurse Shift Leads, Registered Nurses, Psychiatric Technicians, Licensed Vocational Nurses, Psychiatric Technician Assistants, Psychiatric Technician Trainees.<br><br>**KNOWLEDGE AND ABILITIES:**<br><br>KNOWLEDGE OF:<br>The principles and practices of personnel management and effective supervision in planning, organizing and directing technical nursing services staff of a treatment program; professional nursing principles and techniques; principles of specialized treatment and training techniques as they relate to the developmentally or mentally disordered offender; treatment program organization in developmental centers or State hospitals; medicines and narcotics; a supervisor's role in the Equal Employment Opportunity Program. |

ABILITY TO:
Plan and direct the work of nursing services staff in a treatment program; develop nursing care and treatment plans to reach measurable objectives; assess, plan and implement staff training to meet patient objectives; work effectively with multidisciplinary clinical staff; represent the Program Director in discussions of all aspects of nursing services; communicate effectively.

**REQUIRED COMPETENCIES**

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

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

CPR
Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS
Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION
Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION
Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY
Demonstrate 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.

**SITE SPECIFIC COMPETENCIES**

Have a working knowledge base and be able to apply:
Hospital wide staffing guidelines
Contingency Staffing Plan
The ASSIST application
Bargaining Unit Contract Language

**TECHNICAL COMPETENCIES**

Medication Administration oversite and monitoring
Completion of AB 409 series and annual updates

Ability to use the computer, to write reports, mathematical ability sufficient to balance staffing and submit overtime and position control reports.

**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 Service. Employees in this classification must:

Possess the legal requirements to practice as a professional registered nurse in California as determined by the California Board of Registered Nurses.

**TRAINING CATEGORY - 1**
The employee is required to keep current with the completion of all required training.

**PHYSICAL DEMANDS – See attached**

**WORKING CONDITIONS:**
Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public.
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.

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| | I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).<br><br>_____ _____<br>Employee Signature Date |
| | I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.<br><br>_____ _____<br>Supervisor's Signature Date<br><br>_____ _____<br>Reviewing Supervisor's Signature Date |

Physical Requirements of Position

# SUPERVISING REGISTERED NURSE (8096) AFTER HOURS

| Activity | Never/Rarely < 5 min. | Infrequently 5-30 min. | Occasionally 31 min.-2.5 hrs. | Frequently 2.5-5.0 hrs. | Constantly > 5 hrs. | Comments |
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| Interacting/communicating: Face-to-face with public | X | | | | | |
| By phone with public | X | | | | | |
| With inmate, patients, or clients | | | | X | | |
| With co-workers | | | | | X | |
| Supervising staff | | | | | X | |
| Lifting/Carrying | | | | | | |
| 0 - 10 lbs. | | | X | | | |
| 11 - 25 lbs. | | X | | | | |
| 26 - 50 lbs. | | X | | | | |
| 51 - 75 lbs. | X | | | | | |
| 76 - 100 lbs. | X | | | | | |
| 100 + lbs. | X | | | | | |
| Sitting | | | | X | | |
| Standing | | | X | | | |
| Walking | | | X | | | |
| Running | X | | | | | |
| Crawling | X | | | | | |
| Kneeling | X | | | | | |
| Climbing | X | | | | | |
| Squatting | X | | | | | |
| Bending (neck) | | X | | | | |
| Bending (waist) | | X | | | | |
| Twisting (neck) | | | X | | | |
| Twisting (waist) | | X | | | | |
| Reaching (above shoulder) | | X | | | | |
| Reaching (below shoulder) | | X | | | | |
| Pushing & Pulling | | X | | | | |
| Power Grasping | X | | | | | |
| Handling (holding, light grasping) | | X | | | | |
| Fine fingering (pinching, picking) | | X | | | | |
| Computer use (keyboard, mouse) | | | | X | | |
| Walking on uneven ground | | X | | | | |
| Driving | | X | | | | |
| Operating hazardous machinery | X | | | | | |
| Exposure to excessive noise | X | | | | | |
| Exposure to extreme temp. | X | | | | | |
| Exposure to dust, gas, fumes, or chemicals | X | | | | | |
| Working at heights | X | | | | | |