DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA

CLASSIFICATION: **HEALTH SERVICES SPECIALIST (SAFETY)**	
Approved by Coordinator of Nursing Services – Kiran Hundal **Signature:** Kiran Hundal	**Date Approved:** 6/10/15

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under administrative and clinical direction of the Coordinator of Nursing Services and Assistant Coordinator of Nursing Services, the Health Services Specialist is responsible for the ongoing monitoring assessing, and making clinical recommendations for the maintenance of quality nursing services on the physical and psychosocial needs of patients and assists with the education and training in nursing care provided to unit nursing personnel.

   65% Monitor patients nursing care needs and delivery and assure it is consistent with the patient's Treatment Plan, **Nursing Care Plans** and Nursing Policies and Procedures; performs nursing audits; follow up on incident reports and medication variance reports; conducts mock medical drills; reports significant changes on a **patients'** condition via the 24 Hour Report; assures **quality nursing documentation is completed by nursing staff**; assists in providing ongoing training and orientation staff; provides advice in the prevention, detection, and control of communicable diseases to unit nursing staff **and communicates with the Public Health Department**; as needed, after regular operating hours, weekends, and holidays contacts MOD, PMOD, EOD, POD, and on-call Pharmacist when needed and/or required and documents in the 24 Hour Report. Make rounds on each unit to ensure quality nursing care is being provided, **reviews high risk patients, and serves as a resource person on the unit to consult with nursing staff.**

   15% Responds to facility emergencies; observing and intervening in patients' behavior that may injure people, damage property or signal impending escape attempts; applies and demonstrates knowledge of correct methods in the therapeutic strategies and interventions (TSI). Monitors the use of seclusion and/or restraint.
   Responds to medical emergencies, assists with and assures proper nursing care is provided.

   10% Initiates and monitors quality improvement processes; **completes audits as requested and report as directed,** evaluates the delivery of care and nursing staff's professional proficiency and competency, including medication certification, IV and/or blood withdrawal; acts as liaison between NA, RN Mentors, Registered Nurses, other unit nursing

staff, and program management; participates on committees, workgroups, and quality action teams; may participate in the selection of nursing staff; **participates in completing** competency clinical evaluations for Registered Nurses **in conjunction with ACNS** to ensure compliance with hospital policy procedure for RN's.

5% Assists in orienting and mentoring newly hired Health Services Specialists, Registered Nurses, and Pre- Registered Nurses. **Conducts specific training for Nursing Staff in conjunction with the Nursing Coordinator and Unit Supervisors under with the supervision of the ACNS.**

5% Other related duties as determined by the Nurse Administrator or designee.

2. SUPERVISING RECEIVED:

Assistant Coordinator of Nursing Services or Supervising Registered Nurse

3. SUPERVISION EXERCISED:

Clinically supervises Registered Nurses and Pre-Registered Nurses.

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: California healing arts licensure laws and regulations; regulations pertaining to hospital licensing, certification, and accreditation; principles and practices used in training nursing services staff of a treatment program; professional nursing principles and techniques; concepts and methods of consultation; principles of specialized treatment and training techniques as they relate to developmentally or mentally disordered offenders; program organization in California forensic facilities.

ABILTITY TO: Evaluate and monitor the quality of nursing services with specific emphasis on physical care; plan, conduct, and evaluate training for the nursing services staff of a treatment program; work effectively with a multidisciplinary clinical staff; perform evaluations and write reports; communicate effectively.

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.

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 incompliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES:
- Clinical Skill Competencies
- Computer Skills

TECHNICIAN PROFICIENCY (SITE SPECIFIC):
- Demonstrates knowledge of:
- IVAC, Blood Glucose Monitor, O2 Delivery /Suction, AED, Gurney & Backboard.
- Emergency Equipment
- Ability to learn and apply sound judgment for situations including the protection of persons and property
- Apply nursing knowledge, skills and attitudes
- Establish effective therapeutic relationships with mentally disordered **patients**
- Recognize symptoms requiring medical or psychiatric attention
- Think and act quickly in emergencies
- Work with a treatment team to provide occupational, recreational, vocational, and educational therapy programs for **patients**

- Follow directions
- Keep appropriate records
- Develop clear and concise reports of incidents
- Analyze situations accurately and take effective action.

6. LICENSE OR CERTIFICATION: It is the employee's responsibility to maintain a Registered Nurse license. Any failure to do so may result in termination from Civil Service.

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:

ADMINISTRATIVE DIRECTIVE AD-146:
Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
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