DUTY STATEMENT
DSH3002 (Rev. 01/2024)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name	**Division** Department of State Hospitals			
Position No / Agency-Unit-Class-Serial 502-064-8094-	**Unit** Program VI			
Class Title Registered Nurse (Forensic Facility) Admission Suite	**Location** Patton			
Subject to Conflict of Interest ☐ Yes ☑ No	**CBID** R17	**Work Week Group:** 2	**Pay Differential**	**Other**

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Registered Nurses are responsible for providing direct nursing care, treatment, and rehabilitation to clients/patients; assist in planning and evaluating nursing care of assigned clients/patients; assist in directing and training other nursing service personnel; and perform other related nursing tasks; providing direction to other personnel who assist them in providing such care and provide for continuity of client/patient care with nursing personnel of other shifts; assisting physicians as directed; providing general psychiatric nursing care to clients/patients.

40%	**PROVISION OF CARE** • Provides a basic level of general and psychiatric nursing care to mentally ill and emotional disturbed clients/patients commensurate with age of clients/patients served. • Provides coverage for units with high medical needs and specialized care • Supervises client/patients' activities, including unit routines and specific group activities, as outline in nursing care plan, and monitor the unit milieu during and after a medical of psychiatry emergency • Assists with monitoring patients on enhancements observation, and while in the dining room. • Provides, structures, and maintains a therapeutic milieu in collaboration with the clients/patients and other staff. • Uses therapeutic interventions and modalities to assist clients/patients regain or improves their adaptive skills and decrease maladaptive behavior. • Leads groups. • Applies mental health principles in establishing effective therapeutic relationships with clients/patients. • Assists rehabilitation therapists in occupational, recreational, and industrial therapy program for clients/patients. • Motivates and assists clients/patients to develop self-reliance in activities of daily living. • Receives visitors and encourages their interest in the clients/patients' welfare. • Escorts clients/patients' intra-hospital and to outside community services. • Is aware of clients'/patients' rights, the potential for client abuse, either overtly or covertly, is alert for employee/client involvement and promptly reports any adverse or suspected behavior.

	PROVISION OF EMERGENCY CARE • Is aware of unit and hospital emergency-care equipment and techniques. • Takes appropriate action in emergency situations. • Demonstrates and exercises skills in identification of and response to crisis management of behaviors to protect people and property. • Responds to all emergency alarms in the assigned response area. Knows the Registered Nurses role in the hospitals and unit's disaster plan. **MEDICATION/TREATMENT** • Within the scope of licensure and certification, performs nursing procedures such as administering medications and treatments, including I.V. medications, venipunctures, dressing changes, oral medications, hypodermic injections, blood glucose monitoring (finger sticks), catheterization, enemas and taking and charting vital signs.
40%	**NURSING ASSESSMENT ACTIVITIES** • Observes and assesses clients/patients within 8 hours of admission to the unit and completes the Nursing Assessment Form as appropriate. • Observes and assesses clients/patients and completes the Nursing Assessment Annually • Observes and updates patient acuity and their behavioral subsystems weekly and as clinically appropriate. • Assess a change in Physical Condition and reports significant changes in behavior or health status to the unit Physician as appropriate. • Reviews and updates nursing care plans as objectives are met. • Assess Skin Integrity. • Admits and discharges patients. **NURSING CARE PLANNING ACTIVITIES** • Collaborates with member of the nursing team in the development and implementation of the nursing care plan. • Collaborates with the ID team and provides nursing care issues and information for input into the integrated treatment plan. • Provides Nurse to Physician communication that maybe included in any one of the following processes: sick call process, transferring of patients, participating in the process in addressing changes in patients' physical status (provision of care) or mental health crisis. **OBSERVING/RECORDING** • Observes and records signs, symptoms, behavior, and client response to medications and nursing care per DSH-Patton and Program policies and procedures. • Enters as part of the clients/patients' permanent record, at least monthly, a progress notes summarizing health status and progress or lack of progress in attainment of the nursing care plan/psychiatric treatment plan objectives.

	• Counting, distributing, and collecting eating utensils and monitoring client/patients during work activities or leisure time. • **U**pdates the Treatment Plan for any focus 6 open by the PCP and when patients are sent to any Outside Medical Facility
20%	• **INSERVICE TRAINING** • Helps to identify training needs for self and unit. • Attends professional meetings to enhance professional growth. • Consults with the Health Services Specialist and peers to discuss clinical issues. • Assist in the training or supervision of the Registered Nurses, Psychiatrist Technicians, Psychiatric Technician Assistant, Pre-licensed Psychiatric Technicians and Licensed Vocational Nurses. • Works with other disciplines as part of the Treatment Team to provide an overall treatment program for the patient. **SAFETY/SECURITY** • Adheres to all policy and procedures concerning health and safety of the environment and protection of clients/patients and staff from physical and environmental hazards. • Observes DSH-Patton and Program safety and security measures and initiates/assists in security functions. • Participates in unit safety and security inspections. • Exercises skills in crisis intervention, including recognizing, management, and redirecting problem behaviors for the protection of people and property. • Inspecting facilities to identify security breaches that could lead to the escape of a client/patient and mail for hazardous contraband. • Observes and intervenes in client/patient behavior which indicates imminent potential to injure others or property. • Authorizes restraints and assures a safe unit milieu is provided through the observation and assessment of patients which can include the process of seclusion or restraint as warranted by each individual situation . • Maintains Therapeutic Options, and Therapeutic Strategies Interventions certification. **SITE SPECIFIC DUTIES** • Provides treatment for various penal codes for all population. Provides instruction of court procedures for patient population. • Utilize Critical Thinking Skills to help ensure effective action steps and follow-up. • Function as an integral member of a multidisciplinary Treatment Team • Utilizes Therapeutic listening skills. • Develop Nursing Care Plans and interventions for identified conditions • Participates in unit quality improvement meetings. • Additional nursing assignments as determined by the Shift Lead/Unit Supervisor/ Supervising Registered Nurse in collaboration with the Health Services Specialist.

Other Information	**SUPERVISION RECEIVED** The Admission Suite Registered Nurse is under the general supervision of the Unit Supervisor or Supervising Registered Nurse. Lead: Shift Lead (Senior Psychiatric Technician and/or Registered Nurse Shift Lead) and a Health Services Specialist. **SUPERVISION EXERCISED** None. **KNOWLEDGE AND ABILITIES** Nursing process; patient classification using the behavioral subsystems; fundamentals of nursing care; general behavioral and psychiatric procedures; client/patient behavior and mental health principles and techniques involved in the care and treatment of individuals or groups of mentally disordered clients/patients; custody procedures; public and property protection policies; current first aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; management of assaultive behavior techniques; hospital procedures. **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 clients/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 clients/patients; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action. **REQUIRED COMPETENCIES** **INFECTION CONTROL -** Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. • Follows established nursing procedures to promote infection control. • Participates in unit environmental inspections and maintains a clean and safe environment. • Within the scope of licensure and certification administers PPD's and reports all results to the Public Health Office via the Health Services Specialist. • Identifies infection/disease control educational needs of the patient and teaches basic infection control concepts **SAFETY -** Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards. This includes familiarity with the Patient Safety Plan. **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.

CPR – Maintains current certification.

AGE SPECIFIC - Provides services commensurate with age of patients/clients being served. Demonstrates knowledge of growth and development of the following age categories. Age categories are noted in parentheses.
☒ Pediatric (17-29) ☒ Adolescent (30-50) ☒ Adult (51-79) ☒ Geriatric (80+)

MANAGEMENT OF ASSAULTIVE BEHAVIOR – Applies and demonstrates knowledge of) Therapeutic Strategies and Interventions and Therapeutic Options when managing assaultive behavior.

RESTRAINT/SECLUSION - Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS - Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES –
- Demonstrates how to turn on the oxygen tanks.
- Demonstrates the titration of the SHARE.
- Demonstrate how to turn on the AED.
- Verbalize how to check that the electrode and AED pads are not expired and how to order if expired.
- Verbalize the correct utilization and implementation of the CPAP/BiPAP machine, including physician order, pressure parameters, and maintenance or the machine.

TECHNICAL PROFICIENCY (SITE SPECIFIC) – Demonstrates knowledge and competencies of the following Cardiopulmonary resuscitation (CPR), Therapeutic Strategic Interventions (TSI), Automated external Defibrillator (AED), CEPHEID GENEXPERT, BinaxNOW RAT (Binax), PCX Glucometer, 12 LEAD EKG, Emergency Equipment, C-PAP/Bi-PAP, Nebulizer, Athelas, Supplemental Oxygen Management, Pulse Oximeter, and IV pump/PICC line
Computer Skills and knowledge of applications (i.e. Outlook, Microsoft Word, WARMSS, etc.)

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.

TRAINING - Training Category = Type 1-RN
The employee is required to keep current with the completion of all required training.

WORKING CONDITIONS – EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings and security areas 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. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

_____ _____
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.

_____ _____
Supervisor Signature Date

_____ _____
Reviewing Supervisor Signature Date