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 Licensed Vocational Nurse, California Department of Corrections and Rehabilitation				
	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) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:

Under the supervision of the Supervising Registered Nurse (SRN) II/III, Correctional Facility (CF) and the clinical guidance of the Registered Nurse (RN), CF, the Licensed Vocational Nurse (LVN), California Department of Corrections and Rehabilitation (CDCR), provides a basic and technical level of general nursing care to patients in a variety of correctional health care settings. The LVN, CDCR, pursuant to the LVN scope of practice and in collaboration with the health care team, ensures the delivery of appropriate and timely health care to patients. The LVN, CDCR provides technical patient care under valid authorization by a provider's order and the delegation and clinical direction of the RN, CF, provides support to the care team for daily health care operations, and communicates effectively with patients and other members of the health care team. The LVN, CDCR is responsible for addressing the ongoing needs of patients, working with the physicians and other health care providers, and promoting the efficient, appropriate, and cost-effective 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%	Facilitates appropriate access to care and provides basic and technical nursing care to patients at a correctional facility consistent with the LVN scope of practice and as authorized by physicians, RNs, and other health care providers to include: medication administration; basic wound care and related treatments; prevention and health-risk behavior screening; immunizations; patient education/engagement; interventions for unhealthy lifestyles/habits; and assistance with activities of daily living. Assists in caring for patients in need of end-of-life care, urgent/emergent care, episodic care, and planned care. Performs disease prevention and infection prevention and control for all patients in all settings. Performs point-of-care testing, such as basic visual or auditory acuity tests, finger-stick glucose tests, and tuberculosis skin tests. Obtains and documents clinical data such as vital signs, height, weight, and observations of patient behavior and health status and reports results to the appropriate health care providers. Obtains specimens for diagnostic testing in compliance with Department policies and procedures. Assists the RN, CF and care team with the development and implementation of individualized plans of care and/or Patient Service Plans (PSP). Documents nursing care in the patient health records, updates plans of care or PSPs, and implements physician/provider orders. Serves as a patient advocate.
40%	Participates in the care team meetings and population management sessions and effectively communicates with all disciplines involved in the care of the patient. Collaborates with the Interdisciplinary Treatment Team (IDTT) to prevent or delay onset of a chronic disease and to coordinate care to achieve optimal clinical and quality-of-life outcomes. Escalates clinical abnormalities or concerns to the appropriate RN, CF or provider. Utilizes decision support tools such as master registry, patient summaries, and scheduling and diagnostics reports to monitor effectiveness of treatment planning and adjusts course in care in collaboration with the care team. Maintains appropriate accountability of inventory, equipment, and supplies. Restocks and orders necessary supplies and equipment and elevates barriers to RN, CF or the SRN II/III, CF.
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:* Fundamentals of nursing care, including medication administration; general nursing procedures and techniques involved in patient care; principles used in caring for individuals who are immobile; fundamentals of infection prevention and control; medical terminology; and principles of effective verbal, written, and group communications. *Ability to:* Perform nursing skills and procedures as regulated by licensure and certification; observe and document symptoms and behavior; maintain records and prepare reports; gain the interest, respect, and cooperation of patients; work effectively with patients and the IDTT; function effectively in an emergency situation; and practice standard precautions.

LICENSURE REQUIREMENT
Active California Vocational Nurse License in good standing.

EDUCATIONAL REQUIREMENTS
Complete continuing education as required for maintenance of a California Vocational Nurse License and as a condition of employment (40 hours of In-Service Training and on-the-job training annually).

Post License Certifications and Competency Certifications for specific treatments as assigned (e.g., blood withdrawal, intravenous therapy).

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