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 Certified Nursing Assistant				
	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 (SRN) II/III, Correctional Facility (CF), and the clinical direction of the Registered Nurse (RN), CF and other members of the licensed nursing team, the Certified Nursing Assistant (CNA) performs patient care activities and related nonprofessional health care activities for patients in a variety of treatment facilities and health care settings. As directed and in collaboration with the nursing care team, the CNA is primarily responsible for performing basic nursing care procedures such as assisting patients with physical care, activities of daily living, ensuring patient safety, and suicide watch activities including suicide precaution and restraint monitoring. The CNA is responsible for addressing the ongoing needs of patients, working with the licensed nursing staff 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%	Directly observes patients on suicide watch and suicide precaution. Maintains constant and direct line of sight (full visual observation) of assigned patients. Informs Custody and SRN immediately of any obstruction or barrier to visual observation of patients on suicide watch and suicide precaution. Immediately activates personal alarm/blows whistle (per Local Operating Procedure) to request assistance from the housing unit officer during emergency situations. Contacts the SRN to report emergency incidents. Remains at assigned post until emergency responders arrive and take possession of the patient. Every 15 minutes, at a minimum, documents all activities related to the suicide watch and suicide precaution assignment. As assigned, directly observes patients in restraints and ensures patient's safety. As directed, provides fluids and nutrition to assigned patients, and as necessary assists with their urinary and bowel elimination functions. Documents the patient health record detailing the care given, including patient responses and all communication between the patient and the health care team. Immediately reports to the RN or SRN any significant changes to patient's condition or safety concerns. Participates in handoff communication between the incoming and outgoing staff regarding patients on suicide watch or restraints. Reviews all

40%	supplies to ensure they are readily available and in good working condition prior to assuming suicide watch duties i.e. laptop, ink pen, personal alarm, clock. Works with inpatient and outpatient units, or primary care teams to provide general physical and personal patient care including oral hygiene, bathing, showering, toileting, assistance with ambulation, and positioning and turning patients as needed. Participates in nursing led therapeutic groups. Observes and records changes to the patient's condition, and reports the findings to the care team, RN, and the SRN. Obtains and documents clinical data such as vital signs, height, weight, and observations of patient behavior and health status and reports abnormal results to the appropriate nursing staff. Measures and records the amount of intake and output of fluids and assists with meeting hydration needs. Assists and encourages patients in using the special devices and equipment prescribed for physical comfort and/or rehabilitation. Administers basic life support in emergency situations. Obtains specimens for diagnostic testing in compliance with CCHCS policies and procedures. Ensures all supplies are ordered and readily available and in good working condition.
15%	Attends all trainings, meetings, and committees as directed by the Chief Nurse Executive or designee. Participates in quality improvement activities such as audits and participation on the Quality Improvement Team. Actively supports the Complete Care Model and collaborates with the patient care team as assigned.
5%	Performs other related duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Routine hospital, clinic, inpatient and/or outpatient settings, techniques of bathing, feeding, lifting, and transporting patients, making beds, and caring for patients/residents/clients or the incarcerated clothing and other property; hospital routine and procedure; proper methods and attitudes involved in meeting the physical and psychological needs of physically ill and/or disabled patients/residents/clients or the incarcerated and assisting medically trained personnel; and accepted first aid methods. *Ability to: :* Develop skills in the performance of routine hospital, clinic, inpatient and/or outpatient settings, techniques of bathing, feeding, lifting and transporting patients/ residents/clients or the incarcerated, making beds, and caring for patients/residents/clients or the incarcerated's clothing and other property; assist medically trained personnel; communicate at the level required for successful job performance; keep simple records; follow oral and written directions; analyze situations accurately and participate in an appropriate course of action; and maintain order and supervise the conduct of persons committed to the California Department of Corrections and Rehabilitation (CDCR); prevent escapes and injury of these persons, to themselves, to others, and to property; maintain security of work areas and work materials. **EDUCATIONAL REQUIREMENT** Complete continuing education as required for maintenance of California Nursing Assistant Certificate and as a condition of employment (40 hours of In-Service Training and on-the-job training annually). Suicide Prevention and Emergency Medical Response Trainings. **ADDITIONAL ESSENTIAL REQUIREMENTS** Ability to work mandated overtime hours as needed. **ADDITIONAL QUALIFICATIONS** Concern, sympathetic, understanding and interest in working with patients/incarcerated; willingness to comply with prescribed procedures; and demonstrate patience and emotional stability

Empathetic understanding of patients/incarcerated in a state correctional facility; willingness to work in a correctional facility in CDCR and comply with safety and security procedures; and willingness to interact with staff and the incarcerated from a wide range of cultural backgrounds in a professional manner.

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.

Some positions in this classification may be subject to Government Code section 19816.20

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.

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