State of California
DUTY STATEMENT

California Department of State Hospitals

SH3002 (Rev. 02/2020)

RPA Control No.#	C&P Analyst Approval FA	Date 10.13.2026

Employee Name	**Division** **Department of State Hospitals-Metropolitan**
Position No / Agency-Unit-Class-Serial	**Unit** **Continuum- Electronic Health Record (EHR)**
Class Title Registered Nurse (Safety)	**Location** **DSH- Metropolitan**

SUBJECT TO CONFLICT OF INTEREST	CBID	WORK WEEK GROUP	PAY DIFFERENTIAL	OTHER
☐ Yes ☒ No	R17	2		

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

The Electronic Health Record (EHR), RN will conduct EHR training updates, develop and provide training resources, create and maintain training schedules, and provide in person training. The RN will collaborate with the clinical supervisors and program management to ensure training is scheduled and completed for all EHR initiatives. The EHR, RN may function collaboratively or be assigned to focus on specific care areas based on departmental needs.

% 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; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
	ESSENTIAL FUNCTIONS
30%	Conducts and develops in-person and virtual training sessions, workshops and continuing education programs tailored to a hospital need and personnel culture. Training will be done during implementation and maintenance of the EHR. During implementation of the EHR, the EHR, RN will assist with training super users and unit trainers. The EHR, RN will lead local change management initiatives to ensure that staff are supported throughout implementation and ongoing EHR updates. Following hospital wide implementation of the EHR, the RN will assist with Annual Review Training (ART), New Employee Orientation (NEO), and additional training needs as identified. Assist in managing logistics related to EHR system updates, including end user training, training plans and employee engagement. Identifies, documents and escalates training gaps, workflow issues, critical system risks and issues to the Program Director and appropriate stakeholders. Provide classroom and equipment setup and breakdown as necessary to create a safe learning environment.
20%	Coordinates with training officers, clinical supervisors, and Program Management to ensure that all staff are scheduled for and complete required EHR-related training. The EHR, RN will be working with the local training department, EHR Training Team, Clinical Technology Training Director, and TSD. Act as the liaison and clinical resource between health care providers, superusers, trainers and other clinical teams to support successful EHR deployment and adoption. Provides clinical guidance and mentorship to superusers to ensure workflow efficiency and long-term EHR sustainability.
20%	Will assist in implementing local facility organizational change initiatives to support and improve EHR system adoption, reinforce new workflows, address resistance and promote sustained end user engagement and optimization. Establishes and provides support for local EHR program priorities, including remediation training,

	workflow efficiency, quality improvement initiatives, audit system functions, change control requests, and feedback solicitation.
20%	Instruct and facilitate mandatory EHR training utilizing effective approaches to teach such as, but not limited to creating training videos, workflow tip guides and handouts, and PowerPoint presentations. Provide pre- and post-implementation support, including at-the-elbow assistance, prioritization of issues, workflow reinforcement, and real-time troubleshooting in collaboration with interdisciplinary teams. Ability to recognize different learning styles and develop training to meet all end-user needs.
	MARGINAL FUNCTIONS
5%	Collects and analyzes training feedback, attendance data, and learning trends to support continuous improvement and refinement of EHR training content and delivery.
5%	Performs other Registered Nurse job-related work such as but not limited to, providing patient care in emergency situations as needed while on grounds.
	All other duties and special projects as assigned and consistent with this classification.
Other Information	**SUPERVISION RECEIVED** The Registered Nurse (RN) is under the general supervision of the Supervising Registered Nurse (SRN) of the EHR. **SUPERVISION EXERCISED** None. **KNOWLEDGE AND ABILITIES** **Knowledge of**: Professional nursing principles and techniques, hospital routine, documentation requirements, and general culture of hospital personnel. **Ability to:** Apply general nursing knowledge, practice, and documentation into training for the transition to the Electronic Health Record. **SPECIAL REQUIREMENT** **Ability to**: **REQUIRED COMPETENCIES** **PHYSICAL** The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion. **SAFETY** Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. **CULTURAL AWARENESS** Demonstrates awareness of multicultural issues in the workplace, which enables the employee to work effectively.

CPR
Maintains current certification

SITE SPECIFIC COMPETENCIES

- Assessment, planning, intervention and evaluation of nursing care.
- Ability to work within a team,
- Knowledge of nursing documentation and workflows

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Computer skills
- Understanding work flows across treatment areas

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 and maintain a valid license to practice as a Registered Nurse issued by the California Board of Registered Nurses**

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

THERAPEUTIC STRATEGIC INTERVENTION (TSI)
Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION
Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL
Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

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 throughout the hospital and may be required to work overtime and float to other work locations 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 can safely perform their essential job functions.

- Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

- The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

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).

_____ _____

Employee's 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's Signature Date