State of California
DUTY STATEMENT

California Department of State Hospitals

SH3002 (Rev. 02/2020)

RPA Control No.#	C&P Analyst Approval	Date
	FA	11.6.2026

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

SUBJECT TO CONFLICT OF INTEREST	CBID	WORK WEEK GROUP	PAY DIFFERENTIAL	OTHER
☐ Yes ☒ No	S17	E		

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Program Director (PD), the Supervising Registered Nurse will manage communication, job aids, and training for the EHR. The SRN will also manage logistics with relevant departments and programs to ensure training is scheduled for all EHR initiatives. During implementation the SRN will assist with training superusers and trainers, as well as lead change management initiatives at their facility.

% 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
55%	Help design and implement MSH nursing training plan for the EHR. Training will be ongoing and done in collaboration with Nursing Education and the MSH Training Department. Create local initiatives for EHR program planning, development, and implementation that are tailored to a specific hospital facility's population, milieu, security level, and personnel culture. Manage logistics of activities related to EHR system updates, including communications to end users, distribution of job aids, additional training, and escalation of critical system issues to the Program Director. Coordinate with training officers and clinical supervisors to ensure that all staff are scheduled for and complete EHR related trainings. Use data collection to drive on going quality improvement efforts. Develop and maintain hospital wide training records. Administratively supervise facility EHR trainers and superuser staff. Act as the liaison between health care providers, superusers, trainers and other clinical teams as needed.
40%	Develop and lead local facility organizational change initiatives to improve EHR system adoption and increase end user and patient satisfaction. Establish and provide support for local EHR program priorities, such as re-training of staff, workflow efficiency, quality improvement, audit system functions, change control requests, and feedback solicitation. Interview and recommend selection and allocation of support and clinical staff, students, and volunteers engaged in facility EHR project initiatives Act on behalf of the Program Director (Mental Disabilities Safety) in their absence when needed.

5 %	**MARGINAL FUNCTIONS** Performs other Supervising Registered Nurse job-related work such as but not limited to, providing patient care in emergency situations as needed while on grounds. May also provide clinical supervision as needed.
Other Information	**SUPERVISION RECEIVED** The EHR, Supervising Registered Nurse (SRN) is under the direction of the EHR, Program Director. **SUPERVISION EXERCISED** The EHR, SRN will supervise the registered nurses on the EHR team. **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 leading the transition to the Electronic Health Record. **SPECIAL REQUIREMENT** **Ability to**: Incumbent must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully, and professionally; and must be able to work independently. The incumbent must be able to create/proactively support a work environment that encourages creative thinking and innovation; understand the importance of good customer services and be willing to develop productive partnerships with managers, supervisors, other employees, and control agencies and other departments. **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 to multicultural issues in the workplace, which enables the employee to work effectively.

CPR
Maintains current certification

SITE SPECIFIC COMPETENCIES
- Adult Psychopharmacology
- Adult mental health workflows and treatment

TECHNICAL PROFICIENCY (SITE SPECIFIC)
- Medication administration
- Proper use of medical equipment

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.
- **Employee in this classification must possess and maintain an active license to practice as a professional Registered Nurse in the State of California.**

TRAINING
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 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 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