DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT
California Correctional Health Care Services

UNIT NAME AND CITY LOCATED
Nursing Services
Headquarters – Elk Grove, CA

POSITION NUMBER (Agency – Unit – Class – Serial)
042-600-8327-xxx

CLASSIFICATION TITLE
Nursing Consultant, Program Review

WORKING TITLE
Nursing Consultant, Program Review

COI
Yes ☐ No ☐

WORK WEEK GROUP
E

CBID
S17

TENURE
LT

TIME BASE
FT

SPECIFIC LOCATION ASSIGNED TO
Headquarters – Elk Grove, CA

INCUMBENT (If known)

EFFECTIVE DATE

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CCHCS TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT’S MISSION.

PRIMARY DOMAIN:

Under the direction of the Statewide Chief Nurse Executive or designee, the Nursing Consultant, Program Review (NCPR) is responsible for implementing and monitoring the nursing programs in institutions and for providing program consultation regarding nursing practices, procedures and standards. This position has the possibility of extensive travel with limited notice.

% 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

25% Responsible for the design, implementation, consultation, training, evaluation and monitoring of nursing programs and initiatives within institutions, including but not limited to: mental health services and procedures, education programs, substance abuse disorder care services, electronic health record systems, nursing protocols, policies and procedures. Performs program monitoring and assessments to include reviews of existing systems, reviewing committee minutes, analyzing regulations, policies and procedures, monitoring and measuring activities and other pertinent documentation to promote efficient use of resources. Develops and implements nursing services activities, utilizing knowledge of professional nursing and educational principles and techniques; disease process and treatment modalities for patients; appropriate administration of medications; principles and procedures of infection control; electronic health records; and principles of effective verbal, written and group communications, educational theories and concepts. Travels to assigned institutions and performs onsite health care program monitoring and assessments, analyzes complex operational problems and issues and advises appropriate personnel in methods of correction to meet the needs of the patient population. Serves as a resource/nursing expert to nursing services staff and other disciplines.

25% Evaluates the effectiveness of complex and varied nursing practices, responsible for troubleshooting clinical system issues in collaboration with institutional staff, ensures functionality and testing of systems and ensures programs are implemented and evaluated appropriately. Completes
comprehensive executive level reports of health care provided in the institutions, detailing and presenting findings both verbally and in writing to the appropriate committees and/or Executive Leadership. Assesses health care delivery systems and process improvement activities. Assists in developing quality management programs for areas identified as needing improvement. Provides guidance in developing outcome studies, and establishing on-going institutional self-monitoring. Knowledge of the electronic health record system and its functionality.

25%

Using knowledge of Inmate Medical Services Policy and Procedure, regulatory requirements and national standards, develops and recommends appropriate clinical health care policies and procedures to ensure effective compliance with all applicable regulatory agencies for each site, including but not limited to the Mental Health Delivery System Guide and the California Code of Regulations. Analyzes the necessity, appropriateness and efficiency of policies, procedures and health care services provided at the institutions. Responsible for the implementation, training development, monitoring of compliance and quality improvement plans related to policies and procedures, training and practice standards.

20%

Provides review and guidance in the planning, development, implementation, evaluation and monitoring of varied nursing services curriculum by applying nursing and educational principles and techniques; assesses, evaluates, and analyzes situations accurately and takes effective action; maintains effective working relationships with health professionals and others. Assists in the training of nursing personnel and provides assistance to nurse managers with the management of personnel related issues. Efficiently conducts internet and literature searches on topics related to implementation of training programs, curriculums, and quality improvement plans related to nursing staff training and education. Conducts on-site trainings at institution or headquarters, as assigned. Prepares and administers tests and competencies. Collects and analyzes class evaluations and recordings of trainings provided. Prepares and reviews various reports, including updates on training curriculum development, results of training evaluations, and data on trainings conducted.

5%

Other related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Theory and practice of psychiatric/developmental disabilities and general nursing; developmental center, State mental hospital, and/or State correctional facility organization; management and procedure, particularly in relation to nursing services; current developments in the field of general/psychiatric/developmental disabilities nursing; personnel management; principles, methods and objectives of training nursing personnel; accepted practices of other health professions; current trends in mental health/developmental disabilities; research methods and techniques; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Evaluate the effectiveness of a broad nursing/psychiatric nursing education program; evaluate complex and varied administrative problems and take appropriate action; work effectively with a variety of administrators and others responsible for line operations; interpret mental health/developmental disability programs to individuals and groups; communicate effectively; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
**DESIRABLE QUALIFICATIONS**

**Special Personal Characteristics:** Demonstrated leadership ability; sympathetic and objective understanding of the problems of the mentally/developmentally disabled and/or empathetic understanding of patients of a State correctional facility; willingness to work in a developmental center, State mental hospital, and/or a State correctional facility; willingness to travel; tact, alertness, keenness of observation, patience, and emotional stability.

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<th>SUPERVISOR’S STATEMENT:</th>
<th>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</th>
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<th>EMPLOYEE’S STATEMENT:</th>
<th>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</th>
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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.

Revised: __________