

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-156-8327-002				
UNIT NAME AND CITY LOCATED Policy and Risk Management Services Health Care Correspondence and Appeals Branch Elk Grove, CA		CLASSIFICATION TITLE Nurse Consultant Program Review				
		WORKING TITLE Nurse Consultant Program Review				
		COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP <u>E</u>	CBID <u>S17</u>	TENURE <u>P</u>	TIME BASE <u>FT</u>
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8260 Longleaf Drive, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
YOU ARE A VALUED MEMBER OF THE CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES' (CCHCS) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT 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:		N/A				
Under direction of the Chief, Health Care Correspondence and Appeals Branch (HCCAB), clinical supervision of the HCCAB Lead Nurse Consultant Program Review (NCPN), and indirect supervision by California Correctional Health Care Services (CCHCS) headquarters Chief Nurse Executive, the NCPN conducts clinical triage, clinical reviews, clinical inquiries and provides consultation regarding nursing practices, regulations, policies and procedures, and standards of care for the adjudication of Headquarters' level health care (HC) grievance appeals filed by patients within the California Department of Corrections and Rehabilitation (CDCR). The NCPN reviews health care, mental health, and dental concerns and facilitates clinical review of health care inquiries, communicating with parties essential to the completion of the health care grievance appeal and/or controlled correspondence response. Position may require limited travel to the institutions as needed.						
% 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%	Serves as a clinical resource to internal administrative and RN, CF staff and as a liaison and resource for institutional health care appeals registered nurse (HCARN) staff in the field. Serves a health care subject matter expert and works as a consultant in the planning, development, and implementation of new training as it relates to risk management, the health care grievance process, and controlled correspondence; including drafting training materials, training modules, and conducting training as a presenter. As a consultant, collaborates with subject matter expert's to address health care issues, provide expertise, direction/guidance, information, and technical assistance, and ensure quality health care to persons committed to the California Department of Corrections and Rehabilitation (CDCR), utilizing professional knowledge, Inmate Medical Services Policies and Procedures (IMSP&P), Health Care Grievances Operating Standards, laws, rules, regulations, etc. Provides consultation regarding nursing practices, regulations, policies and procedures, and standards of care for the adjudication of Headquarters' level health care grievance appeals filed by patients within CDCR. Identify and communicate risk management issues and potential problems to appropriate staff in other program areas, such as Institutions, Legal,					

<p>25%</p> <p>15%</p> <p>15%</p> <p>5%</p>	<p>Regulation and Policy Management, and Health Care.</p> <p>Performs clinical triage of all HC grievance appeals and controlled correspondence to identify and resolves urgent/emergent health care issues and to identify issues that contain Prison Rape Elimination Act allegations, Americans with Disabilities Act issues, and staff complaint allegations; are administrative or clinical in nature; and those that require further clinical review. Requests additional information as necessary for clinical review; interviews patient, reporting staff, staff and inmate witnesses, health care grievance coordinator, HCARN, medical staff, and/or supervisory staff as necessary; and prepares clinical review documents for appropriate adjudication of the HC grievance appeal. Consults with appropriate administrator, supervisors, and staff regarding health care practices, procedures, and standards pursuant to IMSP&P, Health Care Grievances Operating Standards, laws, rules, regulations, etc., to promote quality patient care. Evaluates the status of health care services provided to patients and prepares reports on findings pursuant to IMSP&P, Health Care Grievances Operating Standards, laws, rules, regulations, etc.</p> <p>Prepare Headquarters' Level Directives when necessary to ensure appropriate standards pursuant to IMSP&P and applicable regulatory agencies to promote quality patient care. Submits the written recommendation to the Chief, HCCAB for review, approval, and signature. Reviews, evaluates, and proposes health care policies, procedures, regulations, clinical care guides and forms to ensure appropriate and timely treatment is provided to patients according to the CCHCS and Division of Health Care Services mission, vision and goals.</p> <p>Establishes and maintains cooperative relationships with headquarters programs and Institution Health Care Grievance staff and others contacted in the course of these duties. Recommends improvements and revisions in health care standards, policies, and procedures and suggests methods of implementation pursuant to IMSP&P, Health Care Grievances Operating Standards, laws, rules, regulations, etc., to promote quality patient care.</p> <p>Attends meetings, training, and performs administrative duties or administrative research as assigned. Position may require limited travel.</p>
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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

Strong clinical investigative, analytical, decision-making; demonstrated knowledge of intermediate computer skills; and excellent interpersonal, oral and written communication skills. Energetic, creative, flexible, positive, self-motivated, conscientious. Must be dependable, reliable, and have excellent attendance

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position may be reasonably expected to exert up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time. Occasional travel to department work locations statewide as necessary.

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

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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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
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