

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Nursing Services - Employee Health Team		CLASSIFICATION TITLE Registered Nurse, Correctional Facility				
		WORKING TITLE				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP 2	CBID R17	TENURE	TIME BASE
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
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 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 CCHCS' MISSION.						
PRIMARY DOMAIN:						
Under the general direction of the Receiver's Nurse Executive (RNE) and the Nursing Consultant, Program Review (NCPR), with indirect reporting to the California Department of Corrections and Rehabilitation (CDCR) Office of Employee Health (OEH), the Employee Health (EH) Registered Nurse (RN), Correctional Facility (CF) provides infection control prevention and response for employees in concert with the institution Infection Control Nurse (ICN) and Public Health Nurse (PHN) to protect the patient population. This position is responsible for planning, implementing, and evaluating infection prevention and control activities including but not limited to the COVID-19 prevention and response program under the direction of OEH. The EH RN, CF in collaboration with the health care team, is responsible for rapidly identifying employees who are either confirmed, probable, or exposed to COVID-19 or other communicable disease and taking the appropriate measures to decrease the likelihood of further transmission to the institution population and staff.						
% 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. <i>(Use addition sheet if necessary)</i>					
ESSENTIAL FUNCTIONS						
30%	Coordinates with the NCPR, ICN, PHN, OEH, and the local health department regarding a plan for testing employees to COVID-19 or other communicable disease. Implements the COVID-19 and other communicable disease prevention and response program and intervenes in accordance with applicable policies, procedures, regulations, and program requirements in a variety of correctional health care settings. Collaborates with the health care team and identifies employees who are either confirmed, probable, or exposed to COVID-19 or other communicable disease. Determines if an employee needs precautionary removal and coordinates with the NCPR, PHN, and OEH to inform the Chief Executive Office (CEO) and Warden if the employee will need to be placed off work.					
20%	Completes and directs contact tracing if any employee is found to be COVID-19 positive. Conducts interviews of employees with confirmed or probable COVID-19 to determine symptom onset and window period for contact elicitation and exposure risk for close contacts (employees or population).					

<p>20%</p> <p>15%</p> <p>10%</p> <p>5%</p>	<p>Communicates with exposed employees and connects employees with resources to support self-quarantine and symptom monitoring. Refers employees for testing and provides information regarding precautionary removal and the return to work (RTW) process. Tracks serial testing and provides positive, indeterminate, or sample rejected results of tests to the employee immediately upon receipt. Works closely with employee testing vendors on protocols and procedures and informs OEH of challenges and potential solutions, shall conduct point of care testing and specimen collection directly.</p> <p>Reviews administrative records and works with designated staff members at the institution to determine all work locations during the infectious period to facility contact tracing with staff. Communicates to the local ICN or PHN the work locations of staff during the infectious period to ensure contract tracing with the patient population is conducted. Provides list of exposed employees to the local health department as required by the Aerosol Transmissible Disease Standard. Follows up with the exposed employees to obtain the results of the evaluation and testing. Updates the contact tracing via the tracking system. Informs the local Employee Relations Officer and CEO or Warden of staff surveillance testing refusals.</p> <p>Collaborates with the RTW Coordinator(s), NCPR, and OEH to establish a RTW process. Provides exposed employees with the RTW process prior to returning to work. Provides input regarding RTW decisions based on clinical and laboratory data. Ensures the employee does not RTW until such time they are cleared based upon criteria approved by CDCR/CCHCS and consistent with California Department of Public Health guidelines. Maintain employee confidentiality and ensure that all information is collected in concordance with data privacy and confidentiality standards. Participate in requisite trainings, regular program meetings and quality monitoring improvement activities in order to ensure and enhance the quality of contact tracing/investigation and program outcomes.</p> <p>Provides health and wellness resources to employees to assist employees with emotional wellness, including, depression, anxiety, grief, and other emotional health issues. Coordinates access to individual support or counseling in general wellness, health, or nutrition. Provides staff with Employee Assistance Program information, other available resources, and guidance on how to confidentially access help and assistance. Assists with developing a communication plan, and providing recommendations to management to enhance visibility and utilization of programs and resources.</p> <p>Performs other related duties as required.</p>
	<p>KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Professional nursing principles and techniques; disease process and treatment modalities; appropriate administration of medications; principles and procedures of infection prevention and control; and principles of effective verbal, written, and group communications.</p> <p><i>Ability to:</i> Apply nursing principles and techniques; assess, evaluate, and record symptoms and behavior; plan, organize, and direct the work of others; analyze situations accurately and take effective action; and maintain effective working relationships with health professionals and others.</p> <p>LICENSURE REQUIREMENT Active California Registered Nursing License in good standing.</p> <p>EDUCATIONAL REQUIREMENT Complete continuing education as required for maintenance of California Registered Nursing License and as a condition of employment (40 hours of In-Service Training and on-the-job training annually).</p>

<p>ADDITIONAL ESSENTIAL REQUIREMENTS Ability to work mandated overtime hours as needed.</p> <p>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 inmates.</p> <p>Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p> <p>SPECIAL PERSONAL CHARACTERISTICS Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.</p>		
<p>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></p>		
<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></p>		
<p>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.</p>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>