

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 830-190-8181-005	Date:
Class: Nurse Consultant III (Specialist)	Name: Vacant
<p>Under general direction of the Director, Long Term Care, Veterans Homes Division, the Nurse Consultant III (Specialist) (NC III) will work as a nonsupervisory technical specialist over Nursing with the responsibility for developing standards, procedures and policies to maintain quality-nursing services with primary emphasis on the physical care needs of the residents in all licensed facilities. Identifies and monitors conformance with standards of nursing practice. The NC III will demonstrate leadership, effective communication and problem-solving abilities, and a high degree of expertise in the following areas:</p> <ul style="list-style-type: none"> • Nursing Practice • Oversight of major incidents • Assistance with Headquarters (HQ) Centers for Medicare & Medicaid Services (CMS) Pre-surveys • Nursing Policy & Procedure Development and Standardization that complies with Title 22 • Minimum Data Set (MDS) Process <p>The position requires broad clinical experience to coordinate implementation of statewide best practices programs. The NC III will work closely with the homes' Director of Nurses (DON), nursing representatives, Skilled Nursing Facility (SNF) Administrators, Chief Physician & Surgeons, and Home Administrators.</p> <p>The NC III will report to the Home's Division Director of Long-Term Care, but this position will be headquartered out of his/her home residence and will oversee VHC – West LA, Chula Vista, Barstow, and Ventura. Travel to all VHC's will also be required to provide guidance and evaluate nursing best practice standards as a highly skilled technical program consultant. When the other NC III is unavailable, the incumbent will oversee clinical problem solving statewide. This position requires statewide travel of up to 40%.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
25%	Develop, maintain, and monitor the standardization and implementation of nursing policies and procedures, ensuring consistency with professionally recognized standards of nursing practices. Functions as the Department's health professional liaison, providing nursing evaluation and consultation to staff on complex and sensitive matters related to health care mandates, licensing and certification requirements, and nursing care delivery of services.
25%	Meet regularly with the Home Administrators, SNF Administrators and DON to assure compliance with nursing best practices, policies and procedures, and to identify areas of concern. Review program plans, provide quality assurance standards, and analyze and document situations that may jeopardize the health and/or safety of the resident population, providing appropriate recommendations on program improvement measures that are consistent with regulatory and departmental standards.
15%	Assist with the DON new employee orientation program to develop competency measures that ensure delivery of quality patient care to residents in the Home. Provide training, as appropriate, in current principles, techniques, methods, and procedures of current nursing practices that met the standards of clinical practices related to health services for residents living in long-term care facilities. In the absence of the DON, will be responsible for oversight and leadership to ensure continuity of care and supervision is provided.
	Assist the Director, Long Term Care with facility licensing and certification requirements by providing oversight and consultation on regulatory measures and standards. Assess

10%	risk, provide oversight on program development and improvement, and conduct ongoing monitoring to ensure compliance and sustainability.
10%	As assigned, may serve as a task force liaison on HQ task forces and Ad Hoc Committees as a representative to update and provide representation of the clinical team.
10%	Collaborate with the HQ Nurse Instructors and other NC's on in-service programs, policies and procedures, best practices, and compliance issues. Collaborate with the HQ Executive Team on nursing-related issues as needed. Keep the Director, Health Care Services informed on areas of concern and progress of change.

NON-ESSENTIAL FUNCTIONS

5%	Other related duties as assigned.
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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to the various units.			X		
SITTING: Work station, meetings and training.					X
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Determine needs of programs; provide information; prepare various reports and documents; gather and interpret data; analyze information; analyze situations.					X
COMPREHENSION: Understand needs of staff, residents, and the public; understand policies and procedures.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS OCCASSIONALLY:					X
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:		X			
LIFTING UP 25-50 LBS OCCASSIONALLY AND/OR 20 LBS FREQUENTLY:		X			
FINGERING: Push telephone buttons, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; print documents on desk printer.				X	

CARRYING: Transport documents, mail, medical records/charts/files.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events; veterans homes.			X		
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office).

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____