

## DUTY STATEMENT

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| Employee Name:  | Position Number:<br>580-8XX-8011-XXX   |
| Classification:<br>Health Facilities Evaluator Nurse                                    | Tenure/Time Base:<br>Permanent/Full-time   |
| Working Title:<br>Specialty Trainer   | Work Location: Various locations available.<br>Location to be determined upon hire |
| Collective Bargaining Unit:<br>R17  | Position Eligible for Telework (Yes/No):<br>Yes                                    |
| Center/Office/Division:<br>Center for Health Care Quality/Office of Internal Operations | Branch/Section/Unit:<br>Training Branch/Training Section/Field Ops Training Unit A |

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### Job Summary

The Health Facilities Evaluator Nurse (HFEN) supports the California Department of Public Health's (CDPH) mission and strategic plan. The HFEN-Specialty Trainer is responsible for protecting public safety in health care facilities by implementing statewide training plans which addresses the training needs of all program staff (surveyors, consultants, administrative and support staff). The HFEN-Specialty Trainer acts as an expert in the survey and certification process. Extensive and frequent travel and entering Health Care Facilities is required.

The incumbent works under the direction of the Health Facilities Evaluator II Supervisor (HFE II (Sup)) of the CHCQ Field Ops Training Unit.

**Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 50%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: California Registered Nurse License
- Other:

**Essential Functions (including percentage of time)**

Specialty trainers primarily telework and are assigned hoteling space in specific field offices. Travel is an essential function of the job requiring up to 50% of travel associated work throughout the State.

- 40% Develops virtual, in-person, and hybrid training programs in conjunction with various departments. Communicates with field offices and consultants on newly established concepts associated with Federal and State surveys. Updates web-based training sites, training documents, and resources utilized by field offices. Develops, revises, and presents specialty training curriculum throughout the State to meet field office workload. Assists in identifying Statewide training opportunities and helps develop targeted program plans to meet these opportunities. Networks with facility providers, health care consumer advocates, Centers for Medicare & Medicaid Services (CMS), and internal stakeholders on internal and external training projects.
- 30% Researches, develops, and revises New Surveyor Academy (NSA) modules as federal and state regulations change. Provides virtual, in-person, and hybrid classroom oversight and coordination of training, as assigned. Researches and collaborates with field office management, consultants, and subject matter experts to revise and update other targeted training of specialized subjects. Prepares for, and travels to, assigned field office surveys to participate in coaching and mentoring activities. Prepares and develops refresher training presentations for a variety of facility types.  
  
Collaborates with other program staff in the development of staff training.
- 10% Provides in-person, virtual, and hybrid in-service training to all staff on all new or revised Federal and State statutes, regulations, policies, and procedures. Identifies resources and arranges for and/or provides in-service education in a variety of venues, web-based, in-person, and hybrid, as necessary to meet field staff needs.
- 10% Responsible for developing, updating, and revising survey resources that the field offices use to meet departmental training goals and objectives for the individual skill development of training surveyors, supervisors, consultants, and managers. Attend assigned field office staff meetings, as requested, to assess the educational needs of the office. Attends Federal and State sponsored training programs, in-service trainings, and continuing education courses to keep up to date on program and content knowledge. Shadows district office surveys and investigations as needed to provide targeted training.

- 5% Collaborates with Field Training Supervisors and field office staff along with headquarters regarding training needs.

**Marginal Functions (including percentage of time)**

- 5% Attends and participates on training, advisory and policy committees as directed. Other job-related duties as required.

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| I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above. |                   | I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.) |      |
| Supervisor's Name:   | Date              | Employee's Name:  | Date |
| Supervisor's Signature   | Date              | Employee's Signature  | Date |
| <b>HRD Use Only:</b><br>Approved By: DS  | Date<br>4/12/2023 |   |      |