

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 091-690-8195-XXX				
UNIT NAME AND CITY LOCATED Nursing Services, Headquarters – Rancho Cucamonga, CA High Road Training Partnership Program		CLASSIFICATION TITLE Nurse Consultant II				
		WORKING TITLE Nurse Consultant II				
		COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP E	CBID R17	TENURE LT	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO Headquarters – Rancho Cucamonga, CA				
INCUMBENT (If known)		EFFECTIVE DATE				
<p>California Correctional Health Care Services (CCHCS) is committed to building and maintaining a culturally diverse workplace. We believe cultural diversity and backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported, and we believe all staff should be empowered. We are proud to foster inclusion and representation in all levels of the CCHCS.</p> <p>CCHCS values all team members. We work cooperatively with team members and others to enable CCHCS to provide the highest level of service possible. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of CCHCS mission.</p>						
PRIMARY DOMAIN:						
<p>Under the general supervision of the Nurse Consultant III, Supervisor, or designee, the Nurse Consultant II (NC II) is responsible for supporting the development and statewide deployment of the High Road Training Partnership (HRTP) Program and other clinical initiatives at California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS). The NC II performs the less complex nursing consultation in the planning, developing, evaluating, and monitoring of the HRTP Program to increase the proficiency and skill sets on the institution nursing staff performing patient care to incarcerated individuals. The NC II will also draft and evaluate standards, policies, and procedures, and develop and coordinate training and education for nursing personnel who are responsible for the delivery of nursing services. Extensive travel is required with this position.</p>						
% 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%	Develops and implements the HRTP Program; creates policies and procedures, methods and tools for monitoring and evaluating services, and technical guides, facilitates intra-organizational planning and coordination; and gathers data and prepares written program specific reports to supervisor and management team for review. Develops and coordinates training and education for nursing personnel responsible for the delivery of nursing services. Manages statewide tracking of curriculum utilization and program participation. Provides recommendations for systems integration (SOMS, eHRS, etc.) to support program processes. Evaluates the efficiency of processes and implementation of program requirements and offers recommendations for improvement. Travels to the institutions as required.					
30%	Identifies and develops best practices and techniques in quality improvement and monitors					

	<p>implementation of new techniques. Reviews and evaluates performance measurement systems (quality indicators) to evaluate care and services provided by the nurses to the incarcerated individuals in the California Department of Corrections and Rehabilitation institutions. Provides guidance and training support to nursing staff on HRTP initiatives and updates. Attends and participates in meetings as needed.</p>
<p>20%</p>	<p>Resolves the less complex operational problems and issues and advises management in method of correction. Monitors and identifies non-compliance with program requirements. Provides consultation in the development of quality improvement strategies. Identifies additional training needs and participates in the development of those trainings. Works collaboratively with nursing leadership, clinical staff, and other disciplines in support of the implementation, consultation, and statewide deployment of program policies and procedures for the HRTP Program and other clinical initiatives. Provides complex nursing and program consultation, as well as technical assistance with and for appropriate clinical staff regarding nursing practices, procedures, and standards.</p>
<p>10%</p>	<p>Delivers onsite training as needed, and participates in in-service training session, staff meetings, and maintain current registered nursing licensure and CPR certification. Performs other related duties as required.</p>

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, techniques, methods, and procedures of current nursing practices; epidemiology and methods of health promotion and disease prevention concepts and methods of control of communicable diseases; current philosophies and patterns of nursing education; principles and methods of consultation; group process and problem solving; research principles and methodology; roles, responsibilities, and interrelationships of the various health disciplines and health agencies; functions of social and health agencies; cultural and sociological patterns as they affect health programs; State and Federal legislation related to health services.

Ability to: Effectively provide consultation and technical assistance; establish and maintain the confidence and cooperation of those personnel within the department and in other social and health agencies; analyze situations accurately and take effective action; be flexible in approach to the solution of problems; communicate effectively; prepare reports.

DESIRABLE QUALIFICATIONS

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance. 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 a State correctional facility; willingness to travel; have tact, alertness, keenness of observation, patience, and emotional stability.

ADDITIONAL DESIRABLE QUALIFICATIONS

Special consideration will be given to candidates at all levels who possess professional nursing experience in a local health department or other community health agency.

SPECIAL PHYSICAL CHARACTERISTICS

Duties require extensive walking, standing, and lifting and carrying of medical records. Duties may require contact with incarcerated individuals.

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

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