

EDITED TASK LISTING

CLASS: NURSING CONSULTANT, PROGRAM REVIEW

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Reviews health care services operations in the department's correctional facilities pursuant to the Inmate Medical Services policies and procedures and applicable regulatory agencies to promote quality patient care.
2.	Consults with appropriate administrators, supervisors, and staff regarding health care practices, procedures, and standards pursuant to the Inmate Medical Services policies and procedures and applicable regulatory agencies to promote quality patient care.
3.	Reviews institutional management, health care of clients/patients, and health services techniques and procedures; reviews organization, staffing, training, and assignment of personnel in health care services pursuant to the Inmate Medical Services policies and procedures and applicable regulatory agencies to promote quality patient care.
4.	Reviews operations in light of departmental standards, policies and procedures to assist in the planning, development, implementation and evaluation of health care services pursuant to the Inmate Medical Services policies and procedures and applicable regulatory agencies to promote quality patient care.
5.	Evaluates the current status of health care services and prepares reports on findings pursuant to the Inmate Medical Services policies and procedures and applicable regulatory agencies to promote quality patient care.
6.	Recommends improvements and revisions in health care standards, policies, and procedures and suggest methods of implementation pursuant to the Inmate Medical Services policies and procedures and applicable regulatory agencies to promote quality patient care.
7.	Recommends use of specialized consultation to the institutional management as needed pursuant to the Inmate Medical Services policies and procedures and applicable regulatory agencies to promote quality patient care.
8.	Prepares various written documents (e.g. memorandum, correspondence, reports, etc.) to request and/or provide information to others utilizing computer hardware/software, communications skills, spelling/grammar, laws, rules, regulations, policies, procedures, DOM, etc. under direct supervision

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9.	Acts as a consultant to various agencies (public and private), departmental staff, the public, etc., on health care issues to 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, Federal and State laws (e.g., Penal Code (PC), Title 15, Title 17, Title 22, regulations, etc.), Departmental Operations Manual (DOM), Administrative Bulletins (AB), policies, procedures, communication skills, internet, etc. under direct supervision
10.	Develops the tools, aids, methodology, etc. necessary to conduct studies utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations, etc.), DOM, ABs, policies, procedures, internet, computer software, etc. under direct supervision.
11.	Implements studies to gather/obtain information, utilizing professional knowledge, communication skills, policies, procedures, computer software, etc. under direct supervision.
12.	Evaluates study results to provide information to management and make recommendations for program modifications and implement new programs utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations, etc.) DOM, ABs, policies, procedures, internet, computer software, under direct supervision.
13.	Participates in the development of programs, nursing components of related programs, standards, policies, procedures, etc. for Office of Health Care Policy to provide knowledge, expertise, and to ensure compliance and consistency with court mandates, laws, rules, regulations, utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations) DOM, ABs, policies, procedures, internet, etc. under direct supervision.

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Task #	Task
14.	Implements programs, nursing components of related programs, standards, policies, procedures, etc. for Office of Health Care Policy to provide direction/guidance to staff, quality health care to persons committed to the CDCR, and to ensure compliance and consistency with court mandates, laws, rules, regulations, utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations, etc.), DOM, ABs, policies, procedures, communication skills, computer software, etc., under direct supervision.
15.	Evaluates programs, nursing components of related programs, standards, policies, procedures, etc. for Office of Health Care Policy to obtain information, assess effectiveness, and ensure compliance and consistency with court mandates, laws, rules, regulations, utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations) DOM, ABs, policies, procedures, internet, etc. under direct supervision.
16.	Provides education/training to field health care staff, custody staff regarding health care issues, new health care delivery systems etc., to provide direction/guidance to staff, quality health care to persons committed to the CDCR and ensure compliance and consistency with court mandates, laws, rules, regulations, utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations) DOM, ABs, policies, procedures, computer software, communication skills, etc. under direct supervision.
17.	Analyzes proposed health care legislation, government reports, licensing surveys, etc., to identify areas for improvement, make recommendations, determine the impact on department programs, etc. utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations) DOM, ABs, policies, procedures, computer software, communication skills, etc. under direct supervision.