

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

EMS

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Emergency Medical Services Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED	3. CLASS TITLE Supervising Registered Nurse
4. WORKING HOURS/SCHEDULE TO BE WORKED	5. SPECIFIC LOCATION ASSIGNED TO
6. PROPOSED INCUMBENT (if known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-700-8161-906

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direction of the Team Physician and Surgeon, the Supervising Registered Nurse is a member of an assigned California Medical Assistance Team (CAL-MAT) Unit and is responsible for the overall management and supervision of other nursing and clinical staff assigned to the CAL-MAT Unit on a 24-hour basis.

9. **Percentage of time performing duties** 10. **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 additional sheet if necessary)**

35%

- Plan, implement, evaluate, and provide for continuity of patient care.
- Work with other disciplines to integrate nursing services with the total treatment program.
- Supervise nursing personnel and clinical staff performing medical care and treatment.
- Perform highly specialized nursing assignments in a disaster response environment.

25%

- Perform triage of patients on entry to medical services.
- Assess injuries and illnesses, examine and treat wounds, and perform life saving measures, e.g., resuscitation, advanced airway placement, etc.
- Evaluate patient condition and behavior resulting from effects of disaster or emergency events; recognizes deviations from normal and reviews findings with attending physician.
- Provide medical care and treatment for seriously ill or injured patients and interpret nursing care plan to patient and family members.

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

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. **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 to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

9. Percentage of time performing duties	10. 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 additional sheet if necessary)</i>
20%	<ul style="list-style-type: none"> Carries out a full range of administrative duties in the performance of supervisor responsibilities
15%	<ul style="list-style-type: none"> Assess nursing needs and safe and efficient nursing services.
5%	<ul style="list-style-type: none"> Perform nursing functions as necessary to fulfill the Team mission, goals and objectives.
<p>KNOWLEDGE AND ABILITIES</p>	
<p>Knowledge of: Professional nursing principles and techniques; medical terminology; hospital routine and equipment; and medicines and narcotics, and techniques of effective supervision; unit management; the interrelationships of all treatment activities in a hospital setting; the department's Equal Employment Opportunity (EEO) Program objectives; a supervisor's role in the EEO Program and the processes available to meet EEO objectives.</p>	
<p>Ability to: Apply nursing techniques; observe and record symptoms and behavior; keep records and prepare reports; gain the interest, respect, and cooperation of clients; and plan, organize, and direct the work of others, and effectively contribute to the department's affirmative action objectives.</p>	
<p>SPECIAL PERSONAL REQUIREMENTS</p>	
<p>Must possess aptitude for and willingness to work with persons who have been injured or have become ill due to a disaster or major emergency; emotional stability; sensitivity to the needs of clients; patience; tact; alertness; and keenness of observation. Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p>	
<p>SPECIAL REQUIREMENTS</p>	
<p>Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating 12 hour shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.</p>	
<p>Travel within and outside the State of California is required for this position.</p>	
<p>DESIRABLE QUALIFICATIONS</p>	
<ul style="list-style-type: none"> Knowledge of and/or experience in disaster planning and response, emergency medical services, public health administration and/or or a health/ medical background. Knowledge of principles of effective supervision and directing the work of medical personnel; Mission, goals, objectives, and organization of emergency management and emergency response; operations and structure of government; processes, principles, and regulations applied in the administration of emergency management programs; state and federal laws, regulations, and requirements relating to local, state, and federal emergency management planning and emergency response; apply professional knowledge and ability to all situations; principles, concepts, and terminology in emergency management, emergency response and planning processes, hazard mitigation, and community preparedness; current trends of emergency management, emergency response, recovery, and planning; basic techniques of data analysis; basic computer skill. Purposes, activities, and legislation of the Emergency Medical Services Authority. 	

- Ability to plan for emergencies and respond, under all conditions, appropriately to emergencies and disasters by applying emergency management principles to the specific immediate situation; apply professional knowledge and ability to all situations of coordination, planning, and mitigation of hazards, and communicate risks to specific emergency management situations; interpret emergency management-related laws and their application to program or incident situations; establish and maintain cooperative working relationships with staff, local, state, and federal officials, and representatives of other organizations; communicate and write effectively; Work independently in identifying needs and emergency management systems deficits and developing recommendations for improvement of emergency management planning and emergency response operations; train other staff in principles and methods; provide effective leadership.
- Excellent leadership and problem solving skills.

INTERPERSONAL SKILLS

- Work well as part of a team and independently as necessary.
- Build good working relationships with constituents, colleagues, and consultants.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Shall be required to work in the field, with a CAL-MAT Unit or Mission Support Team, or location to provide assistance in emergency response and recovery activities.
- Ability to accept a 14 consecutive day deployment with the potential to decrease or extend (This means all personal appointments should be cleared before accepting this assignment).
- Ability to work irregular work hours (7 days a week, 12 hour shifts)
- Ability to function in austere living conditions such as base camp style (or similar) housing/lodging.
- Ability to self-sustain for first 24 to 72 hours.
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.

PHYSICAL ABILITY:

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 as may be encountered during deployments without compromising their health and well-being, or that of their fellow team members or patients.