

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

RPA NUMBER	DGS OFFICE or CLIENT AGENCY Emergency Medical Services Authority	
UNIT NAME Diaster Medical Services	REPORTING LOCATION	
SCHEDULE (DAYS / HOURS)	POSITION NUMBER 312-740-8165-906	CBID R17
CLASS TITLE Registered Nurse	WORKING TITLE Registered Nurse	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The mission of EMSA is to prevent injuries, reduce suffering, and save lives by developing standards for and administering an effective statewide coordinated system of quality emergency medical care and disaster medical response that integrates public health, public safety, and healthcare.

POSITION CONCEPT

Under general supervision, the Registered Nurse (RN) provides required professional nursing care to those who are injured or have become ill due to a disaster or major emergency as a member of an assigned California Medical Assistance Team (CAL-MAT).

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	<ul style="list-style-type: none"> • Provide emergency treatment to those injured or have become ill due to disaster or major emergency. • Provide comprehensive nursing care to patients based on the physical, mental and emotional needs of the patient. • Administer medications and treatments authorized by the Team Physician and Surgeon.
25%	<ul style="list-style-type: none"> • Observe and record patient condition and assess nursing care needs. • Record information on patient's chart and maintain accurate records of intake and output.
20%	<ul style="list-style-type: none"> • Assist in the performance of tests, examination and treatment.
15%	<ul style="list-style-type: none"> • Direct the work of aids, technicians and licensed vocational nurses.

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PERCENTAGE	DESCRIPTION
5%	• Perform nursing functions as necessary to fulfill the Team mission, goals and objectives.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**KNOWLEDGE AND ABILITIES**

Knowledge of: Professional nursing principles and techniques; medical terminology; hospital routine and equipment; and medicines and narcotics.

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.

SPECIAL PERSONAL CHARACTERISTICS

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.

SPECIAL REQUIREMENTS

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.

Travel within and outside the State of California is required for this position.

DESIRABLE QUALIFICATIONS

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 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 skills; 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; reason logically.

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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.

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.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED