



# CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES



## **Nurse Instructor, Correctional Facility**

**Exam Code: 2RC23**

**Department:** California Correctional Health Care Services

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Nurse Instructor, Correctional Facility (9353)** – \$9,379 - \$12,946 per month.

View the [Nurse Instructor, Correctional Facility](#) classification specification.

### **APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous

Cutoff Date: 1<sup>st</sup> of every month

#### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **six (6) months**.

#### **How To Apply:**

Applicants are required to submit (1) a [State Application](#) (Std. Form 678) and (2) [Conditions of Employment](#) (Form 631) for this examination either via email, by mail, or in person to the addresses listed below.

#### **Via Email**

[CPHCSSelectionServices@cdcr.ca.gov](mailto:CPHCSSelectionServices@cdcr.ca.gov)

#### **By Mail**

California Correctional Health Care Services

Examination Services, Bldg. D1

P.O. Box 5885009

Elk Grove, CA 95758

## **In Person**

California Correctional Health Care Services  
8280 Longleaf Drive  
Lobby Drop Box  
Elk Grove, CA 95758

Due to COVID-19, we have limited staff working in the office. Therefore, the preferred method of application submittal at this time is via email. Mailed and dropped off applications will still be accepted, but may have delays in processing.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources (CalHR).

Only applications with an original signature will be accepted.

Dates printed on mobile barcodes or equivalent mobile print technology shall not be considered postmarks and, as such, are not acceptable proof of the date an application was filed.

Applications MUST include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information MUST include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications received without this information may have delays in processing and/or may be rejected.

### **Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact the department listed in the Contact Information section of this bulletin.

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **Nurse Instructor, Correctional Facility**

Possession of a current license as a Registered Nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.) **And**

### **Either I**

Possession of a valid California standard designated subjects teaching credential with specialization in vocational trade and technical teaching or equivalent credential. (Applicants who do not possess the required credential may take the examination, but before appointment must have on file with the State Department of Education an application to secure the credential and must secure the credential within 90 working days after appointment. After issuance, the credential must be maintained by completion of any examinations and course work required.)

**Or II**

Two years of experience as a Registered Nurse in teaching nursing or in [staff development](#).

**Or III**

**Experience:** One year working experience as a Registered Nurse. (Possession of a Master's Degree in Nursing may be substituted for the required experience.) **And**

**Education:** Possession of a bachelor's degree.

**Applicants possessing the required license/certificate at the time of application must show the number, title, and expiration date on their Examination Application (Std. Form 678).**

**OUT OF CLASS EXPERIENCE:** A completion of an "out-of-class (OOC) assignment memorandum", dated within one year of assignment completion, is required to use OOC experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from their Classification and Pay Analyst or institutional Personnel Liaison. OOC experience without the required documentation cannot be considered for examination purposes.

## **POSITION DESCRIPTION**

### **Nurse Instructor, Correctional Facility**

A Nurse Instructor, Correctional Facility, under the supervision of the Chief Nurse Executive or Director of Nursing, in a State correctional facility, teaches theory and clinical practice to nursing staff and student nurses; conducts orientation and evaluation of skill level of nursing staff as needed. Researches and develops classroom teaching modules; plans and conducts incarcerated patient health care training programs; performs incarcerated patient care activities; serves in nursing shift lead capacity as needed; makes reports and recommendations on the training of nursing service personnel; participates in the evaluation of education programs and in the development of education policies; confers with health care supervisors and advises them on training principles and practices; keeps records and prepares reports; maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, others, or to

property; maintains security of working area and work materials; inspects premises and searches incarcerated patients for contraband, such as weapons or illegal drugs; and does other related work.

Positions exist statewide.

## EXAMINATION SCOPE

This examination consists of the following components:

**Education and Experience Rating** – Weighted 100% of the final score.

The examination will consist solely of an **Education and Experience Rating**. For this reason, it is especially important to include all of your education and/or experience related to the “Minimum Qualifications” and “Position Description” listed on this bulletin in your application. To obtain a position on the eligible list, a minimum score of 70% must be received.

Applicants who meet the minimum qualifications will be sent their scores approximately 2-3 weeks from the date the application is received.

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each examination component will be measuring competitively, relative to job demands, each applicant’s:

### Knowledge of:

1. Principles and techniques in planning, organizing, and conducting educational programs;
2. Current nursing principles and modalities.

### Ability to:

1. Apply the principles, methods, and techniques involved in conducting training programs in nursing and related subjects;
2. Evaluate the progress of students;
3. Communicate effectively;
4. Maintain effective working relationships with health care professional and others;
5. Keep records and prepare reports.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Nurse Instructor, Correctional Facility classification will be established for:

### California Correctional Health Care Services

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of examination date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans’ Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran

achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application](#) (Std. Form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits are not granted in examinations administered on an open basis.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the examination.

In an effort to streamline the examination process, please create a [CalCareer Account](#) with CalHR. A CalCareer Account is a one stop shop for taking civil service examinations, applying for state jobs, and provides storage and organization for your documents and communications stemming from job opportunities, all in a paperless format. To sign up for a CalCareer Account, or log in to your existing account, [Click here](#).

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above. If you are using the education requirement to meet the Minimum Qualifications (MQs) for this exam, please attach a copy of all your unofficial transcripts that show the completion of the required education. Applicants who completed their education outside of the United States (with foreign degrees/transcripts) must obtain and submit verification of United States course/degree equivalency at the time you are submitting your exam. Foreign education credential evaluation services can be found at [NACES | National Association of Credential Evaluation Services](#).

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TESTING DEPARTMENTS

California Correctional Health Care Services

## CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Correctional Health Care Services  
Attn: Examination Services  
8280 Longleaf Drive

Elk Grove, CA 95758

Phone: (916) 691-5894

Email: [CPHCSSelectionServices@cdcr.ca.gov](mailto:CPHCSSelectionServices@cdcr.ca.gov)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## **DIVERSITY, EQUITY, AND INCLUSION**

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## **GENERAL INFORMATION**

Examination and/or Employment Application (Std. Form 678) forms are available at CalHR, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

CCHCS reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such

revision will be in accordance with civil service laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

This bulletin cancels and supersedes all previously issued bulletins.