NURSING CONSULTANT, PROGRAM REVIEW

Exam Code: 2RC25

Department: California Correctional Health Care Services

Exam Type: Departmental, Open Spot

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Nursing Consultant, Program Review – $10,879 - $13,616 per month.

View the classification specification for the Nursing Consultant, Program Review classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Cutoff Date: 1st 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 a State Application (Std. Form 678) for this examination either by mail, in person, or via email to the addresses listed below. Examination Services staff will screen each application. Applicants meeting the minimum qualifications will be sent the Training and Experience (T&E) Evaluation approximately 2-3 weeks from the date the application is received. Applicants must indicate on the Std. Form 678 under “Explanations” how they would like to receive the T&E Evaluation (i.e., email or regular mail), if no method is identified on the Std. Form 678, the T&E Evaluation will be sent via regular mail.
By Mail
California Correctional Health Care Services
Examination Services, Bldg. D1
P.O. Box 588500
Elk Grove, CA 95758

In Person
California Correctional Health Care Services
8280 Longleaf Drive
Suite 101 Drop Box
Elk Grove, CA 95758

Via Email
CPHCSSelectionServices@cdcr.ca.gov

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.

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.

Special Testing Arrangements:
If you require assistance or alternative testing arrangements due to a disability, please contact the testing 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 examination 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.

Nursing Consultant, Program Review
Possession of a valid license to practice as a registered nurse in California. (Applicants who do not possess such a license will be admitted to the examination, but they must secure such a license before they will be considered eligible for appointment.) And

Either I
Experience: Three years of progressively responsible experience in nursing/psychiatric nursing, which must have included, in addition to direct care of developmentally disabled clients, and/or psychiatric patients and/or inmates or youthful offenders:

1. Two years of administrative experience comparable to an assistant coordinator of nursing services in a large facility for the developmentally disabled and/or hospital for the mentally disabled or acute/subacute care correctional facility; or
2. Two years of experience as a Supervising Registered Nurse in a large correctional facility.

And
1. One year of experience as a nursing consultant; or
2. One year of experience as a director of nursing education or director of psychiatric nursing in:
   a. an accredited State mental hospital/developmental center;
   b. an acute care correctional facility;
   c. a nursing training program with responsibility for instruction of students at several levels of nursing practice.

Or II
Experience: Three years of experience as a nursing consultant. And

Education: Graduation from an accredited school of nursing, possession of a baccalaureate degree, and possession of a master’s degree, preferably in nursing administration. (One year of additional experience in an administrative or consultative capacity may be substituted for the master’s degree.)

Special Personal Characteristics: 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 State correctional facility; willingness to travel; tact; alertness; keenness of observation; patience; and emotional stability.

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

Nursing Consultant, Program Review

A Nursing Consultant, Program Review, under direction, reviews nursing services operations in correctional facilities; makes reports and recommendations on the status of
nursing services; evaluates and recommends nursing care standards; consults with appropriate administrators, supervisors, and staff regarding nursing practices, procedures, and standards; reviews unit/ward management, the nursing care of patients, and nursing techniques and procedures; reviews organization, staffing, training, and assignment of personnel in nursing services; reviews operations in light of departmental standards and policies; evaluates the current status of nursing programs and prepares reports on findings; recommends improvements and revisions in nursing standards, policies, or procedures and suggests methods of implementation; recommends use of specialized consultation as needed; prepares various reports and correspondence; and does other related work.

Positions exist statewide.

**EXAMINATION SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a *Training and Experience Evaluation*. To obtain a position on the eligible list, a minimum score of 70% must be 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. Theory and practice of psychiatric/developmental disabilities and general nursing;
2. Developmental center, State mental hospital, and/or State correctional facility organization;
3. Management and procedure, particularly in relation to nursing services;
4. Current developments in the field of general/psychiatric developmental disabilities nursing;
5. Personnel management;
6. Principles, methods and objectives of training nursing personnel;
7. Accepted practices of other health professions;
8. Current trends in mental health/developmental disabilities;
9. Research methods and techniques;
10. A manager’s/supervisor’s responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment free of discrimination and harassment.

**Ability to:**
1. Evaluate the effectiveness of a broad nursing/psychiatric nursing education program;
2. Evaluate complex and varied administrative problems and take appropriate action;
3. Work effectively with a variety of administrators and others responsible for line operations;
4. Interpret mental health/developmental disability programs to individuals and groups;
5. Communicate effectively;
6. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST INFORMATION

A departmental, open spot eligible list for the Nursing Consultant, Program Review 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 **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.

PREPARING FOR THE EXAMINATION

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

**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.

**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
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.

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 the California Department of Human Resources, 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.

The California Correctional Health Care Services 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 12th 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 form 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.