



NURSING CONSULTANT, PROGRAM REVIEW
TT30/8327– Exam Code: 6CECP

OPEN

Continuous Testing

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

EXAMINATION BASE	DEPARTMENTAL OPEN FOR: California Prison Health Care Services (CPHCS)			
WHO CAN APPLY	Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time, unless the applicant has tested within the testing period indicated below.			
HOW TO APPLY	Submit an Examination Application (Std. Form 678), and a Supplemental Application to the address listed below: <table><tr><td><u>By mail with:</u> California Prison Health Care Services Selection Services Section P.O. Box 4038, Suite 350 Sacramento, CA 95812-4038</td><td>or</td><td><u>In person with:</u> California Prison Health Care Services Selection Services Section 501 J Street, Suite 350 Sacramento, CA 95812</td></tr></table> <p>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, to the same street address as listed above for the Selection Services Section.</p> <p>The Supplemental Application for Nursing Consultant Program Review can be downloaded from State Personnel Board's website at www.jobs.ca.gov, CPHCS' website at www.cphcs.ca.gov or CDCR's website at www.cdcr.ca.gov or copies can be obtained by calling (916) 445-1086.</p> <p>NOTE: Only applications with an original signature will be accepted.</p>	<u>By mail with:</u> California Prison Health Care Services Selection Services Section P.O. Box 4038, Suite 350 Sacramento, CA 95812-4038	or	<u>In person with:</u> California Prison Health Care Services Selection Services Section 501 J Street, Suite 350 Sacramento, CA 95812
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APPLICATION DEADLINE/ TESTING PERIOD	Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application. The testing period for this examination is six (6) months. Once you have taken the Training and Experience Assessment examination, you may not retest for six (6) months.			
SALARY RANGE	As of January 1, 2008: <u>\$9,022.00 - \$10,966.00 Monthly</u> - This salary range applies to incumbents appointed to all <u>Adult institutions, Juvenile Facilities and Correctional Health Care Services.</u>			
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.			
MINIMUM QUALIFICATIONS	Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.			

**MINIMUM
QUALIFICATIONS
(CONTINUED)**

LICENSE/CERTIFICATE: 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

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 at a level of responsibility 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 a Supervising Registered Nurse in a large correctional facility; and

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

Or

2. 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 Personnel 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 developmental center, mental hospital, and/or a State correctional facility; willingness to travel; tact, alertness, keenness of observation, patience, and emotional stability.

Applicants possessing the required license at the time of application must show number, title, and expiration date on their examination application.

EXAMINATION PLAN

This examination will consist of a Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Supplemental Application. See section titled "How to Apply" for information on where to obtain a copy of the Supplemental Application and other needed materials.

Candidates who meet the "Minimum Qualifications" will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. 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

**EXAMINATION PLAN
(CONTINUED)**

- B. 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**

An open merged eligible list will be established for CPHCS. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

**POSITION
DESCRIPTIONS
AND LOCATION(S)**

The **Nursing Consultant, Program Review**, under general direction, reviews nursing programs in the 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 clients/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 duties

Positions exist in Sacramento, Bakersfield, Fresno, Los Angeles, San Bernardino, San Diego, and Riverside within the California Prison Health Care Services.

**VETERANS POINTS/
CAREER CREDITS**

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at the State Personnel Board or their website at spb.ca.gov, local offices of the Employment Development Department, and at the California Prison Health Care Services.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional 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.

The California Prison 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 candidate 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 (high school is four years).

Veteran's Preference: California law allows the granting of Veteran's Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in Open, Nonpromotional Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE 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.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CPHCS EXAMINATION INFORMATION CALL (916) 445-1086
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038
www.cphcs.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

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