



## EMPLOYMENT OPPORTUNITY

**CLASS:** 2323  
(rg3)

**TITLE:** CLINICAL NURSE SPECIALIST  
[LAGUNA HONDA]

**SALARY:** \$4,098 - \$6,394 Biweekly

**DEADLINE:** November 6, 2009

**POSTED:** October 23, 2009

### JOB DESCRIPTION:

Laguna Honda Hospital and Rehabilitation Center's **Quality Management** unit is accepting applications for **one (1) full-time** position in class **2323 Clinical Nurse Specialist** to function in the Department of Education and Training. **SHIFT:** Monday – Friday 8:00 a.m. – 5:00 p.m.

Laguna Honda Hospital is an 855 bed long-term care facility that provides skilled nursing care and rehabilitation to the medically complex, chronic physically and chronic mentally disabled population of San Francisco. The CNS is an expert and resource to clinical and non-clinical staff, as well as the management team, for the delivery of patient/resident care services that meet quality and compliance standards of the facility.

*All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.*

**Appointment Type:** Permanent and Provisional applicants encouraged to apply. Provisional applicants must participate in a Civil Service examination for this job classification to become permanent.

### ESSENTIAL DUTIES:

Under the general direction of the Director of Quality Management and Director of Education and Training, the Clinical Nurse Specialist is responsible for the facility's hospital wide education program. The essential job functions include:

- Assessing learning needs through reviewing quality improvement data and researching best practices for culturally supportive long-term care;
- Planning, developing and implementing educational programs that incorporate evidence-based research to meet Title 22, OBRA and other regulatory standards relevant to both acute care and skilled nursing settings;
- Consulting and collaborating with designees from the Departments of Nursing, Medicine, and Ancillary Services to evaluate and meet house-wide staff orientation, training and educational needs;
- Providing in-service training for staff to support patient/resident care programs and services;
- Responsibility for maintaining a computer-based training program (Healthstream), web-casting, and distance learning opportunities;
- Ensuring that educational standards and documentation are met and maintained;
- Evaluating competency-based learning outcomes and monitoring compliance with staff attendance;
- Participating in the development of hospital-wide policies and procedures and collaborating in performance improvement activities;
- Values diversity by demonstrating inclusive behavior including communication with residents, co-workers, and the public.
- Performing other duties as assigned/required.

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### MINIMUM QUALIFICATIONS:

1. **RN LICENSE**: Possession of a current, valid California Registered Nurse (RN) license issued by the Board of Registered Nursing (BRN) -- NOTE: Candidates who possess a current Registered Nurse license in a state other than California may participate in this examination process, but eligibles must present a valid permanent/temporary California license as a Registered Nurse prior to appointment to a position; **AND**
2. **CNS CERTIFICATE**: Possession of a Clinical Nurse Specialist (CNS) certification issued by the California Board of Registered Nursing; **AND**
3. **EDUCATION/TRAINING/EXPERIENCE**: Possession of a Master's degree in Nursing; **AND** one (1) year (equivalent to 2,000 hours) of experience as a Registered Nurse within the last five (5) years. Note: Possession of a certification (equivalent to eligibility) as a Gerontological Certified Nurse is preferred for this specialty.

**Verification/Waiver: Verification of qualifying licensure, certification, education, experience and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.**

### **Cardiopulmonary Resuscitation (CPR) Certificate Requirement / Provision:**

Possession of a valid Cardiopulmonary Resuscitation (CPR) Certificate issued by the American Heart Association is required as a provision to employment for all positions. Eligibles who do not possess such a certification may participate in this examination process and be appointed to a position(s), but will be required to obtain the certificate within two (2) weeks of hire date and maintain validity throughout length of employment. A photocopy of the valid Cardiopulmonary Resuscitation (CPR) Certificate must be provided to the appropriate supervisor of the appointment within the allotted time frame. Failure to demonstrate/show proof of possession of valid certification within two (2) weeks of hire date and throughout length of employment may result in dismissal and/or termination of employment.

### DESIRED QUALIFICATION(S):

- Experience in large General Acute Care Hospital/SNF setting greater than 200 beds;
- Knowledge of acute care and long term care regulations and requirements related to Title 22 Skilled Nursing Facilities and Title 42 Requirements for States and Long Term Care Facilities;
- Knowledge about the long term care Resident Assessment Instrument and Centers for Medicare and Medicaid (CMS) Quality Indicators and Measures;
- Proficiency in Microsoft Word, Excel, Access, and PowerPoint;
- Possession of group facilitation skills and experience;
- Excellent written and oral communications skills;
- Director of Staff Development certification issued by CADPH (formerly DHS).

### APPLICATION PROCEDURE:

Interested individuals must submit a resume and [City and County of San Francisco \(CCSF\) employment application](#) to **Regina Gomez, Director of Quality Management, Laguna Honda Hospital, 375 Laguna Honda Boulevard, San Francisco, CA 94116. File by November 13, 2009.** CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 – 25<sup>th</sup> Street, and LHH Human Resource Services, 375 Laguna Honda Boulevard, or at the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. [www.sfdph.org](http://www.sfdph.org)

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS  
ARE NOT GUARANTEED AN INTERVIEW**

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*The Department of Public Health is an Equal Opportunity Employer  
Women, Minorities, and Persons with Disabilities are encouraged to apply*

**HR USE ONLY: JOB CATEGORY 200**

**POSTED: October 30, 2009**