

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS – COALINGA**

<b>CLASSIFICATION: PSYCHIATRIC TECHNICIAN (SAFETY)</b>	
<b>Approved by Clinical Administrator – Frances Hicks</b> <b>Signature:</b>	<b>Date Approved:</b>

- 1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under general direction Psychiatric Technicians, in addition to their custody responsibilities, promote and implement principles of Wellness and Recovery, and Psychiatric Rehabilitation, provide a basic level of general behavioral and psychiatric nursing care and are expected through their attitude, knowledge, and performance to facilitate the rehabilitation of patients.

Psychiatric Technicians work to maintain order and supervise the conduct of Offenders with Mental Disorders 2972's, to protect and maintain the safety of persons and property; to provide a basic level of general behavioral psychiatric nursing care to patients who are committed as sexually violent predator commitments (W&I Code 6600 et seq.) and / or mentally ill inmates admitted from the Department of Corrections (pursuant to Penal Code 2684). Duties include, but are not limited to, the following:

- 40%**
  - Provide general behavioral and psychiatric nursing care to facilitate a secure treatment focused environment for patients/inmates, including a safe application of mental health policies regarding Relationship Security.
  - Motivate and assist patients/inmates with activities of daily living including, but not limited to; personal hygiene, cleaning living/sleeping areas and maintaining a routine schedule daily.
  - Provide comprehensive healthcare education through verbal and written teachings to patients/inmates in order to promote comprehension and insight into the patient's/inmate's personal treatment interventions and expected outcomes
  - Observe, monitor and document all relevant observations of patient(s)/inmate(s) current status including symptoms of behavior/medical conditions and progress toward treatment interventions, **directly or by utilizing tele-presence equipment when appropriate**, in order to ensure accurate communication to all members of the interdisciplinary treatment team. Utilize (written and electronic) standardized, and DSH forms.
  - Facilitate/co-facilitate/non-Sex Offender Treatment Program (SOTP) treatment groups for the patient population to help the patient develop prosocial skills and better prepare the patient for discharge.

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- 35%**
- Perform nursing procedures such as assessing patient/inmate Vital Signs (i.e. blood pressure, pulse, temperature, O2 saturations, respirations, and pain assessment), perform perineal care, basic First Aid methods including dressing changes, assist patients/inmates with ambulation/range of motion, assist patients/inmates with feeding, conduct enhanced observations (behavioral/medical), properly utilize Personal Protective Equipment, clean and sanitize blood/body fluid spills per Infection Control policy/procedures, and properly handle infectious or soiled linens/clothing.
  - Process Physician telephone and/or written medication order(s) including transcription into the Medication Administration Records (MAR) and communication with Pharmacy. Administer medications according to physician orders and hospital policy, including but not limited to oral medications, hypodermic injections, and basic medical treatments; while obtaining and maintaining certification according to DSH-Coalinga policies/procedures.
  - **PT Case Managers** when placed out of count are responsible for completing, scheduling/attending team conferences, 7 day draft and post checklists for quarterly and annual teams, transfer checklists, task tracking form, appointment cards, finalize TxP/TxP post IDN/chart, print PSR notes, functional challenges-document any functional challenges (e.g. required prompting, difficulties with interactions, assisted devices), Positive Reinforcement Program (plugging in percentages in all treatment plans), attend morning meeting/shift change.
- 20%**
- Perform security focused tasks to ensure the safety of patients/inmates and staff, but not limited to; including security escorts to meals/activities and conduct routine searches and inspections for contraband as defined in the statewide and site-specific Contraband lists, patient/inmate mail, living areas, and unit-wide inspections.
  - As required by facility policy, inspect the physical environment to identify safety and security hazards including, but not limited to damaged property, malfunctioning equipment, and security breaches that could lead to an injury or escape.
- 5%**
- Provide training and orientation to new staff and/or Psychiatric Technician Trainee (Safety) on essential tasks and educate them on policies and procedures to ensure continuity of patient care and facility security.
  - Maintain general housekeeping on unit.

**2. SUPERVISING RECEIVED:**

Unit Supervisor (Safety)

**3. SUPERVISION EXERCISED:**

None

**4. KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:** Custody procedures, and public and property protection policies; fundamentals of nursing care, general behavioral and psychiatric procedures, forensic client, patient, or inmate behavior and mental health principles and techniques involved in the care and treatment of individual or groups of developmentally or mentally disordered forensic clients, patients, or inmates; current first-aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; Therapeutic Strategies Intervention (TSI); hospital procedures.

**ABILITY TO:** Learn and apply sound judgment for situations including the protection of persons and property; apply basic nursing knowledge, skills, and attitudes; establish effective therapeutic relationships with developmentally or mentally disordered forensic clients, patients, or inmates; recognize symptoms requiring medical or psychiatric attention; think and act quickly in emergencies; work with a treatment team to provide occupational, recreational, vocational, and educational therapy programs for forensic clients, patients, or inmates; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action.

**5. REQUIRED COMPETENCIES:**

**ANNUAL HEALTH REVIEW:** All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

**INFECTION CONTROL:** Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

**HEALTH AND SAFETY:** Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

**CPR:** Maintain current certification if applicable.

**THERAPEUTIC STRATEGY INTERVENTION (TSI):** Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

**CULTURAL AWARENESS:** Demonstrates awareness to multicultural issues in the workplace that enable the employee to work more effectively.

**RELATIONSHIP SECURITY:** Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintain relationship security in the work area; take effective action and monitors, per policy, any suspected employee/patient boundary violations.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION:** Maintain and safeguard the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**SITE SPECIFIC COMPETENCIES:** Demonstrate knowledge of and attitudes consistent with the Wellness and Recovery Model of service delivery, including the Stages of Change, basic values/beliefs, and the individual involvement in designing his own recovery plan. Demonstrate working knowledge of the sex-offender-specific elements of each Phase of the SOCP.

Possess knowledge of the laws pertaining to Offenders with Mental Disorders 2972's, sexually violent predator commitments (W&I Code 6600 et seq.) and mentally ill inmates admitted from the Department of Corrections (pursuant to Penal Code 2684).

#### **TEAM MEMBERSHIP**

Demonstrate the ability to provide constructive team input based on direct observation of patient behavior and to interact professionally with patients.

#### **TECHNICIAN PROFICIENCY (SITE SPECIFIC):**

##### **MEDICATION ADMINISTRATION**

Ability to safely and accurately administer prescribed medications and other medical treatments and provide staff instruction as assigned; this includes following all hospital and nursing procedures and completing necessary documentation.

##### **HEALTH TEACHING**

Demonstrate the ability to plan, deliver, and document individualized health teaching to patients.

### **THERAPEUTIC RELATIONSHIPS/ RELATIONSHIP SECURITY**

Demonstrate the ability to maintain professional-therapeutic relationships with patients, the ability to maintain professional boundaries and the ability to teach and assist them with problem solving techniques. Demonstrate the ability to teach/model principles of the norm of non-violence, demonstrate and model appropriate interpersonal interactions with staff and patients and follows hospital policies relative to Patient Interaction and Sexual Harassment.

### **OBSERVATION AND DOCUMENTATION**

Ability to observe patients and provide accurate and complete nursing assessments and weekly/monthly notes addressing a patient's physical problems affecting his psychiatric condition, current Temporary Conditions, response to treatment, changes in psychiatric symptom presentation, and progress toward meeting treatment plan goals. Report significant observations of changes in patients to the Shift Lead or Unit Supervisor.

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.
7. **TRAINING:**  
Training Category – 1 – Training Procedure No. 03-11.  
The employee is required to keep current with the completion of all required training.
8. **WORKING CONDITIONS:**

### **ADMINISTRATIVE DIRECTIVE AD-146:**

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

### **EMPLOYEE IS REQUIRED TO:**

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and

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float to other work locations as determined by the operational needs of the hospital.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date