

Employee Name:

## **DUTY STATEMENT DEPARTMENT OF STATE HOSPITALS – NAPA**

### **JOB CLASSIFICATION: PSYCHIATRIC TECHNICIAN INSTRUCTOR**

#### **1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Teach and supervise Psychiatric Technician Trainees, Psychiatric Technician Apprentices, and Psychiatric Technician Students in a training course designed to prepare them as Psychiatric Technicians; teach non medical/surgical nursing training to other hospital personnel; and do other related work.

50% **CURRICULUM DEVELOPMENT AND TEACHING:**  
**Develops and implements training courses, evaluates training outcomes, keeps records and prepares reports as required.** This includes New Employee Orientation, Annual Review Training, and other core courses as assigned by Training and Education Center (TEC) management. (E.G.: TSI, CPR, 1<sup>ST</sup> Aid)  
Uses approved lesson plans and associated documentation to ensure consistent, standardized training when presenting. Conduct courses using multiple techniques such as videos, power point, slides, handouts, charts, group- interactive exercises, teach back, role-play, etc.  
Routinely evaluate and review courses to ensure they are current, relevant, and meet hospital policies and outside regulatory agency requirements. Assist in scheduling, setup/breakdown of classroom, to include providing appropriate training materials and/or audio equipment needed for instruction, to include setup/breakdown of equipment. Ensure proper documentation, sign in sheets and evaluations are prepared prior to conducting courses, completed appropriately, and turned over to administrative training staff for filing.

25% **PERFORMANCE IMPROVEMENT**  
Evaluate employee performance in class. Evaluated training courses to ensure courses meet the operational needs of the hospital.  
Function as liaison to assigned programs and departments. Provide consultation for policy improvements relevant training. Provide input for performance improvement issues as they relate to training.  
Actively participate on committees as assigned. Support facility plan objectives. Assist with preparations and documentations relative to the Joint Commission, Licensing and hospital requirements.

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10%	<b><u>RESOURCE MANAGEMENT/SERVICE DELIVERY:</u></b> Coordinate courses and participants. Support implementation of Hospital and Departmental objectives relative to policies, and outside regulatory agencies. Assist TEC management with departmental management (E.G. maintenance of training equipment, need for equipment etc.) Conduct tours and orientation for new employees, students, and guests. Complete assignments and special projects with in designated timeframes. Report, document and notify supervisor of employee injury during training. Report, document and notify supervisor of safety issues and concerns. Maintain and manage milieu of classroom, notify Supervisor if assistance is needed.
5%	Other duties as required.
5 %	<b>SITE SPECIFIC DUTIES</b> Application of Adult learning principals.
5 %	<b>TECHNICAL PROFICIENCY</b> Technical proficiency in the use of equipment.

### 2. SUPERVISION RECEIVED

The Psychiatric Technician Instructor is under the supervision of the Training Officer II.

### 3. SUPERVISION EXERCISED

The Psychiatric Technician Instructor does not exercise supervision.

### 4. KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

**Fundamental, developmental and psychiatric nursing principles and techniques; principles, methods, and techniques in planning, organizing, and conducting educational courses in general behavioral and psychiatric nursing and related subjects; medical and psychiatric terminology.**

#### ABILITY TO:

**Plan and evaluate students' educational experience; apply the principles, methods and techniques involved in conducting training courses in general behavioral and psychiatric nursing and related subjects; supervise on the job training of students; evaluate the progress of students; communicate effectively; keep records and prepare reports.**

### 5. REQUIRED COMPETENCIES

#### SAFETY

**Actively supports a safe and hazard free workplace through practice of**

Updated 06/04/2015

\* Bolded duties, functions, skills, knowledge, and abilities have been identified as an Essential Function.

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**personal safety and vigilance in the identification of safety or security hazards, including infection control.**

### **THERAPEUTIC STRATEGIES AND INTERVENTIONS**

**Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (TSI).** Must maintain a current TSI Master Trainer Certificate.

### **RESTRAINT/SECLUSION**

**Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.**

### **CULTURAL AWARENESS**

**Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.**

### **CPR**

Must maintain a current certification.

### **INFECTION CONTROL**

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

### **SITE SPECIFIC COMPETENCIES**

**Application of adult learning principles to apply to instructing, and updating course curriculum consistent with hospital policies, the Joint Commission, and California Department of Public Health (CA DPH) licensing regulations pertaining to training and nursing practice.**

### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

**Technical proficiency in the use of equipment, E.G. Automatic External Defibrillator (AED), backboard/gurney, etc. Computer programs, audio visual equipment, and training aids used to update and implement training curriculum.**

## **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 Service. Employees in this classification must:**

- Possess a valid license to practice as a Psychiatric Technician as issued by the Board of Vocational Nurses and Psychiatric Technicians.
- Possess a standard teaching credential with specialization in junior college teaching or a Standard Designated Subjects Teaching Credential, or shall otherwise have training, education, or experience required to teach in the accredited program or any portion thereof in a California junior college or State college.

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**7. TRAINING** - Training Category = **B**

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS**

**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients and the public.
- Comply with hospital policies and procedures.

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 float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews 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.

Employee Signature  
  
Supervisor Signature  


Print Name  
Rachel Gilpatrick  
Print Name  
Michael Vautrin

Date  
6-10-25  
Date  
6/10/2025

Reviewing Supervisor  
Signature