

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



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	<b>RPA #</b>	<b>C&amp;P Analyst Approval</b>	<b>Date</b>	
<b>Employee Name</b>	<b>Division</b> Enhancement Services			
<b>Position No / Agency-Unit-Class-Serial</b>	<b>Unit</b> East Grounds Presence/Horticulture			
<b>Class Title</b> Psychiatric Technician (Forensic) Grounds Presence & Horticulture	<b>Location</b> DSH-Patton			
<b>Subject to Conflict of Interest</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>CBID</b>	<b>Work Week Group:</b>	<b>Pay Differential</b>	<b>Other</b>
Under general supervision, in a state hospital, in addition to their custody responsibilities, to provide a basic level of general behavioral and psychiatric nursing care to mentally disordered patients, to maintain order and supervise the conduct of patients, to protect and maintain the safety of persons and property, to facilitate the rehabilitation of patients who are mentally disordered offenders, and to work with other disciplines as part of the team to participate in and provide the overall psychiatric treatment program.				
<b>% of time performing duties</b>	<b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).</b>			
5%	<u>Provisions of Care</u> <ul style="list-style-type: none"> <li>Provides a basic level of general and psychiatric nursing care to mentally ill and emotionally disturbed patients commensurate with the age and culture of the patients served.</li> <li>Supervises and provides patient groups and activities as outlined in the nursing care plan and the treatment plan.</li> <li>Provides, structures, and maintains a therapeutic milieu in collaboration with the patients and other staff.</li> <li>Uses therapeutic interventions and modalities to assist patients to regain or improve their adaptive skills and decrease maladaptive behavior.</li> <li>Applies mental health principles in establishing effective therapeutic relationships with patients.</li> <li>Motivates and assists patients to develop self-reliance in activities of daily living.</li> <li>Assures that patient's rights are protected and promptly reports any violation of patient's rights.</li> <li>Assures that patients are protected from abuse, either overtly or covertly, and is alert for employee/patient involvement and promptly reports any adverse or suspected behavior.</li> </ul>			
10%	<u>Emergency Response and Provision of Emergency Care</u> <ul style="list-style-type: none"> <li>Demonstrates and exercises skill in identification of and response to emergency situations.</li> <li>Is aware of unit and hospital emergency-care equipment and techniques.</li> <li>Takes appropriate action in emergency situations.</li> </ul>			



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	<ul style="list-style-type: none"> <li>• Maintains current CPR and TSI certifications.</li> <li>• Responds to all emergency alarms in the assigned response area.</li> <li>• Understands the role in the hospitals and the area's disaster plan.</li> </ul>
5%	<p><u>Medication Administration and Treatment</u></p> <ul style="list-style-type: none"> <li>• Within the scope of licensure and certification, performs nursing procedures such as administering medications, performing treatments, and transcription of orders.</li> <li>• Performs such duties as blood glucose monitoring, enemas, vital signs, etc.</li> </ul>
5%	<p><u>Observation and Documentation</u></p> <ul style="list-style-type: none"> <li>• Observes and documents signs, symptoms, behavior and patient response to medications and nursing care per DSH-Patton's policies and procedures.</li> <li>• Enters as part of the patients' permanent record, progress notes summarizing health status and progress or lack of progress in attainment of the nursing care plan/psychiatric treatment plan interventions/modalities.</li> <li>• Observes patients' condition and behavior, noting changes in the interdisciplinary notes.</li> <li>• Reports significant changes in behavior or health status to the Registered Nurse, Shift Lead, or other appropriate staff.</li> </ul>
5%	<p><u>Infection/Disease Control</u></p> <ul style="list-style-type: none"> <li>• Follows established nursing procedures and infection control policies to promote infection control.</li> <li>• Maintains infection control.</li> <li>• Participates in area environmental inspections and maintains a clean and safe environment.</li> <li>• Identifies infection/disease control educational needs of the patient and teaches basic infection control concepts.</li> </ul>
5%	<p><u>Nursing Assessment Activities</u></p> <ul style="list-style-type: none"> <li>• Provides appropriate medical and psychiatric observations as clinically indicated.</li> <li>• Observes patients and provide input to the registered nurse for the nursing assessment.</li> <li>• Observes patients and provide input to the registered nurse to update patient acuity and behavioral subsystem as clinically indicated.</li> <li>• Collaborates with members of the nursing team in the development and implementation of the nursing care plan interventions.</li> <li>• Follows the nursing care plan interventions to assist the patient regain or improve adaptive skills and decrease maladaptive behaviors.</li> <li>• Provides the Registered Nurse with information pertinent to the patients' response to nursing care plan interventions.</li> </ul>



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10%	<p><u>Safety and Security</u></p> <ul style="list-style-type: none"> <li>• Adheres to all policies and procedures concerning health and safety of the environment and protection of patients and staff from physical and environmental hazards.</li> <li>• Performs custody tasks, which include escorting patients in the facility and in the community.</li> <li>• Conducts searches for drugs, contraband, and weapons.</li> <li>• Inspects facility to identify security breaches that could lead to an escape.</li> <li>• Observes and competently intervenes in patient behaviors that may injure people, damage property, or signal impending escape attempts.</li> <li>• Participates in safety and security inspections.</li> </ul>
55%	<p><u>Site Specific Tasks</u></p> <p><u>Grounds Monitoring</u></p> <ul style="list-style-type: none"> <li>• Maintains a safe and therapeutic environment on the grounds.</li> <li>• Provides security services to Structured Treatment Program groups.</li> <li>• Assists with patient movement, provides assistance/intervention when issues arise, and assists Structured Treatment Program Director/Assistant as requested.</li> <li>• Identifies and remedies any potentially dangerous object/situation on the grounds.</li> <li>• Facilitates intercampus movement and assists patients with post transition flow.</li> <li>• Monitors grounds area for contraband and conducts searches as necessary including regular random searches.</li> <li>• Communicates with and monitors patients for any problems, unusual or abnormal behaviors, and informs unit and provides documentation.</li> <li>• Escorts and assists any emergency vehicles that enter the compounds during work hours.</li> <li>• Informs patients of boundaries and monitors out of bounds areas.</li> <li>• Provides supervision of construction and repair projects within the grounds.</li> <li>• Monitors/maintains security of vehicles parked within the compounds.</li> <li>• Collects and disposes of poisonous plants.</li> <li>• Rides bicycles/operates electric carts/walks throughout hospital grounds.</li> <li>• Operates handheld radio and follows appropriate radio procedures and protocol.</li> <li>• Is responsible for working evening grounds during the months of April thru Aug/Sept.</li> </ul> <p><u>Visiting Center Coverage</u></p> <ul style="list-style-type: none"> <li>• Provides coverage, security and therapeutic assistance/intervention for visiting center operations.</li> <li>• Provides and monitors for a safe, secure, and therapeutic environment for patients while in the visiting center.</li> </ul>



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- Performs periodic searches of the visiting center, (specifically the restrooms after each patient is through using it)
- Conducts thorough searches of patients upon entry and exit from the center.
- Monitors security cameras for inappropriate behavior including the passage of contraband.
- Provides information and resources to family members of hospital rules, policies, and procedures.
- Ensures that no physical contact between patients and children will be permitted unless approved by the ID Team.
- Ensures that no money or property be exchanged between visitors and patients in the visiting center.
- Is expected to be alert, cognizant, and observant to all patient and visitor movements and activities.
- Maintains visibility to the visitors and patient(s).
- Is not occupied with other activities that take the attention away from safeguarding the patients.
- Takes immediate action when needed to ensure that the environment in the visiting center is safe and secure.
- Conducts tele-visits on both quarantine and non-quarantine units.

Bus Escort

- Provides safety and accountability in inter-compound movement of patients during movement between compounds.
- Is knowledgeable on how to safely use the wheelchair lift to load wheelchair bound patients.

Computer Lab

- Provides safety and monitoring in the Patient Computer Labs.
- Monitors and checks in/out state-issued flash drives; ensures appropriate use by each patient.
- Documents patient attendance in Computer Labs.

Horticulture

- Assists in the Horticulture Therapy Program activity area and support spaces.
- Assists with special projects utilizing Industrial Therapy patient workers.
- Provides direct services to patients involved in vocational programming which includes co-instruction on basic horticulture concepts.
- Supports patient safety training plans by incorporating the existing hospital safety and security protocols.
- Utilizes materials, tools, and equipment suitable for Horticulture program, which is safe and appropriate to the hospital environment.
- Attends Program and Vocational Services meetings as scheduled.
- Assists in department activities and performs other duties as assigned.



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Other Information	<p><b>SUPERVISION RECEIVED:</b> Under the administrative direction of the Unit Supervisor, Enhancement Services Grounds Presence.</p> <p><b>SUPERVISION EXERCISED:</b> Leads shakedown teams during hospital-wide shakedowns.</p> <p><b>KNOWLEDGE AND ABILITIES:</b>  <u>KNOWLEDGE OF:</u> Fundamentals of nursing care; general behavioral and psychiatric procedures; client/patient behavior and mental health principles and techniques involved in the care and treatment of individuals or groups of mentally disordered clients/patients; custody procedures; public and property protection policies; current first aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; management of assaultive behavior techniques; hospital procedures.</p> <p><u>ABILITY TO:</u> 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 mentally disordered clients/patients; 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 clients/patients; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action.</p> <p><b>REQUIRED COMPETENCIES:</b></p> <p><u>INFECTION CONTROL:</u> Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.</p> <p><u>SAFETY:</u> Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.</p> <p><u>CPR:</u> Maintains current certification.</p> <p><u>AGE SPECIFIC:</u> Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:  <input checked="" type="checkbox"/> Young Adult(18-29) <input checked="" type="checkbox"/> Early Adult(30-50) <input checked="" type="checkbox"/> Late Adult(51-79) <input checked="" type="checkbox"/> Geriatric(80+)</p> <p><u>THERAPEUTIC STRATEGIC INTERVENTION:</u> Applies and demonstrates knowledge of correct methods in TSI.</p> <p><u>RESTRAINT/SECLUSION:</u> Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.</p>
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**CULTURAL AWARENESS:** Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

**SITE SPECIFIC COMPETENCIES:** Ability to maintain daily documentation, provide reports to worksite supervisor, Program Management, and others as needed; to work independently; and to demonstrate the knowledge of hospital policies and procedures.

**TECHNICAL PROFICIENCY (SITE SPECIFIC):** Knowledge of commonly used office material/equipment; application of office computer applications (ex: Excel, Word, Outlook, etc.)

**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 issued by the California Board of Vocational Nurse and Psychiatric Technician examiners.

**TRAINING – Training Category – Specific to PT:**

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

**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 interaction 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 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 duties.

*I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).*

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

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

\_\_\_\_\_  
Date



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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date