



MSH3002 (Rev. 5/7/24)

		RPA Control No.#	C&P Analyst Approval FA	Date 5.8.2024
Employee Name		Division Department of State Hospital - Metropolitan		
Position No / Agency-Unit-Class-Serial 547-8226-		Unit Nursing Education		
Class Title Psychiatric Technician Instructor		Location Human Resources		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R18	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under general direction of the Supervising Registered Nurse (Safety)/ Director of Staff Development, in a state hospital, to teach and supervise Psychiatric Technician Assistants, and Psychiatric Technician Students in a training course designed to prepare them as Psychiatric Technicians; to provide nonmedical surgical nursing training to other hospital personnel; and to do other related work.

% OF TIME PERFORMING DUTIES	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.)
45%	Therapeutic Strategies and Interventions (TSI) <ul style="list-style-type: none"> Maintain ongoing training/certification for teaching Therapeutic Strategies and Intervention Reviews policies and procedures pertaining to Therapeutic Strategies and Interventions Provides TSI training to nursing and non-nursing staff Evaluate TSI program with Supervising Registered Nurse/Director of Staff Development as needed. Serves as a resource for matters pertaining to TSI Maintain equipment and supplies for TSI training
35%	Nursing Orientations and Update Classes <ul style="list-style-type: none"> Teaches fundamental, developmental and psychiatric nursing to Psychiatric Technician Assistants, Psychiatric Technician students and other hospital personnel in nursing orientation and annual update classes Participates in on-the-job training of Psychiatric Technicians, Psychiatric Technicians Assistants and other hospital personnel Receives instructions from the Supervising Registered Nurse/Director of Staff Development, makes reports and recommendations on the training of Psychiatric

Technician Assistants, Psychiatric Technician Students, Psychiatric Technicians, and other hospital personnel.

- Participates in the evaluation of educational programs and in the development of educational policies
- Plans and evaluates students and staff educational experience
- Collaborate with Unit Supervisors and Nursing Coordinators and advise on training principles and practices
- Keeps accurate records and prepares reports
- Participates in medication administration training and techniques
- Participates in Cardiopulmonary Resuscitation (CPR) training based on American Heart Association regulations and guidelines
- Attends CPR Instructor classes as required to update knowledge of lifesaving theories and skills

Departmental

15%

- Assist with the cleaning and maintenance of teaching/training equipment and supplies after each class.
- Assist in inventory and ordering of teaching/training equipment and supplies
- Participates in scheduling classes, records, and reports
- Monitors and maintain audio-visual aids
- Serves as hospital committee member as designated by the Supervising Registered Nurse/Director of Staff Development
- Participates in the orientation program for affiliating schools/colleges
- Participates in the departmental performance improvement program
- Assist in the Educational/Training Needs Assessment Surveys

MARGINAL FUNCTIONS

5 %

All other duties and special projects as assigned consistent with this classification.

Other Information	<p>SUPERVISION RECEIVED</p> <p>Directly supervised by the Supervising Registered Nurse/Director of Staff Development.</p> <p>SUPERVISION EXERCISED</p> <ul style="list-style-type: none"> Provides clinical direction of licensed and non-licensed employees assigned to orientation and annual update classes. <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>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.</p> <p>ABILITY TO: 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.</p> <p><u>REQUIRED COMPETENCIES</u></p> <p>PHYSICAL The incumbent must possess the necessary physical, mental, and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing, and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.</p> <p>SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.</p> <p>CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.</p> <p>CPR Maintains current certification.</p> <p>SITE SPECIFIC COMPETENCIES</p> <ul style="list-style-type: none"> The ability to teach, monitor and evaluate student's learning outcome Maintain TSI certification, CPR/BLS certification and Glucometer certification Medication Administration techniques <p>TECHNICAL PROFICIENCY (SITE SPECIFIC)</p> <ul style="list-style-type: none"> Using computer programs and audio-visual media aids <p>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:</p>
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- Possess a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners
- Possession of a Standard 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.

TRAINING - Training Category = Type II General

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

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in management of assaultive behavior. Training provided during new employee orientation.

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/clients, 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.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

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's Signature

Date

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

Supervisor's Signature

Date