

**DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
PATTON STATE HOSPITAL**

JOB CLASSIFICATION: SENIOR PSYCHIATRIC TECHNICIAN (FORENSIC FACILITY) PROGRAM IV

I. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

As shift lead, incumbents supervise, train, and evaluate assigned staff engaged in basic behavioral and nursing care and custody activities. Incumbents may also be assigned to especially difficult or complex duties where the only supervision exercised is over patients/clients, such as directing or monitoring patient activities in a therapy program. Incumbents also work to maintain the safety and security of the hospital environment.

25%

SUPERVISION

Lead and direct the work and development of a group of nursing staff.

- Direct and train nursing personnel and other ancillary personnel in performing related nursing duties as assigned.
- Assure that nursing staff attend mandatory training and maintain competency in duties performed.
- Help to create a clean, safe, and therapeutic environment for patients.
- Assure that all employees follow safe work practices.
- Protect patients and others from personal injury.
- Prepare patient care and staff competency reports for Program Management.
- Evaluate performance and provide input into the annual individual development plan for all nursing staff.

15%

PROVISION OF CARE

Provides and assures that nursing staff provide 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.

- Supervises, provides and assure that nursing staff supervise and provide patient groups and activities, including the unit routine, as outlined in the nursing care plan and the treatment plan.
- Provides and assures that nursing staff provides, structures, and maintains a therapeutic milieu in collaboration with the patients and other staff.

- Uses and assures that nursing staff use therapeutic interventions and modalities to assist patients regain or improve their adaptive skills and decrease maladaptive behavior.
- Applies and assures that nursing staff applies mental health principles in establishing effective therapeutic relationships with patients.
- Motivates and assures that nursing staff motivates and assists patients to develop self-reliance in activities of daily living.
- Assures that patient's rights are protected and promptly reports any violation of patient's rights.
- 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.

10%

EMERGENCY RESPONSE AND PROVISION OF EMERGENCY CARE

In collaboration with the HSS, demonstrates and assures that nursing staff demonstrate and exercise skill in identification of and response to emergency situations.

- In collaboration with the HSS, demonstrates competence and assures that nursing staff demonstrate competence in hospital emergency care equipment and techniques.
- In collaboration with the HSS, assures that nursing staff takes appropriate action in emergency situations.
- **Maintains current CPR** and TSI certification.
- Assures that nursing staff are competent to perform their role in the hospitals and units disaster plan.

10%

SAFETY AND SECURITY

Adheres to and assures that nursing staff adheres to all policy and procedures concerning health and safety of the environment and protection of patients and staff from physical and environmental hazards.

- Assures that nursing staff perform custody tasks, which include escorting patient in the facility and in the community.
- Conducts searches and assures that nursing staff conduct searches for drugs, contraband, and weapons.
- Inspecting facility to identify security breaches that could lead to an escape.
- Observes and competently intervenes and assures that nursing staff observes and competently intervenes in patient behavior that may injure people, damage property, or signal impending escape attempts.
- Participates and assures that staff participate in safety and security inspections.

10 %

MEDICATION/TREATMENT

Within the scope of licensure and certification, performs nursing procedures and **assures that nursing staff performs nursing procedures such as administering medications, performing treatments, and transcription of orders.**

- Performs and assures that staff perform such duties as blood glucose monitoring, enemas, vital signs, etc.
- Maintains and assures that staff maintain infection control practices.

10%

NURSING ASSESSMENT ACTIVITIES

In collaboration with the HSS, provides and assures that nursing staff provides appropriate medical and psychiatric assessment as clinically indicated.

- Assures that nursing staff reports significant changes in behavior or health status.
- Assures that nursing staff collaborate as a team, including the patient, in the development, implementation and evaluation of the nursing care plan.
- Assures that nursing staff collaborates with the ID team and provides nursing care issues and information for input into the integrated treatment plan.

10 %

DOCUMENTATION

Observes, documents and assures that nursing staff observes and documents signs, symptoms, behavior and patients response to the treatment plan per Patton State Hospital's and program policies and procedures.

- Assures that nursing staff completes progress notes summarizing health status and patient's progress or lack of progress in attainment of the nursing care plan/treatment plan objectives in accordance with nursing policies and procedures.
- Assures that nursing staff adheres to Nursing Policy and Procedure requirements for documentation.

5 %

INFECTION/DISEASE CONTROL

Follows and assures that nursing staff follows established nursing procedures and infection control policies to promote infection control.

- Participates in unit environmental inspections and maintains a clean and safe environment.
- Assures that nursing staff identifies infection/disease control educational needs of the patient and teaches basic infection control concepts.

5%

- In collaboration with the HSS assures that nursing staff, within their scope of practice, administers PPD's and reports all results to the Public Health Office.

PERFORMANCE IMPROVEMENT

Participates in performance improvement activities in the program including identification, monitoring and evaluation.

- Provides input to the unit supervisor to identify training needs for the unit.
- Provides data in accordance with hospital policy and HIPAA regulations to authorized individuals or committees as assigned.

2. SUPERVISION RECEIVED

As outlined in the Matrix System at Patton State Hospital, the Senior Psychiatric Technician is under the clinical direction of a Health Services Specialist and under the administrative direction of the Unit Supervisor.

3. SUPERVISION EXERCISED

Provides administrative supervision of the delivery of care provided by nursing staff (Registered Nurses, Psychiatric Technicians, and non-licensed nursing employees).

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

The techniques of effective supervision; the Department's Equal Employment Opportunity (EEO) objectives; a supervisor's role in the EEO Program and the process available to meet EEO objectives; custody procedures; public and property protection policies; 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; current first-aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; Management of Assaultive Behavior techniques; and hospital procedures.

ABILITY TO:

Supervise the work and development of a group of nursing staff; effectively contribute to the Department's EEO objectives; 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.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

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

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served.

Demonstrates knowledge of growth and development of the following age categories:

☒ Young Adult(18-29) ☒ Early Adult(30-50) ☒ Late Adult (51-79) ☒ Geriatric (80+)

Therapeutic Strategic Interventions

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior Therapeutic Strategic Interventions (TSI).

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.

SITE SPECIFIC COMPETENCIES

Knowledge of non PC 1370 commitments such as PC 2684 transfers from State prisons, PC 1610 patients whose COT has been revoked, PC 2962, 2964, 2974 patients on parole commitments and patients on Civil commitments 5353 (TCONS), 5358 (LPS), 5008 (Murphy Conservatee) and others.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Utilization of the fax machine

Utilization of the Welch Allyn machine

Utilization of the pulse oxymeter machine.

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

7. **TRAINING -**

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

8. **WORKING CONDITIONS**

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 duties.

- 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.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date