

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date	
Employee Name	Division CNS			
Position No / Agency-Unit-Class-Serial	Unit Central Staffing Office			
Class Title SENIOR PSYCHIATRIC TECHNICIAN (SAFETY) (CENTRAL STAFFING OFFICE)	Location Department of State Hospitals-Napa			
Subject to Conflict of Interest <input type="checkbox"/> Yes <input type="checkbox"/> No	CBID	Work Week Group:	Pay Differential	Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions As shift supervisors, 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 individuals, such as directing or monitoring individual activities in a therapy program. Incumbents also work to maintain the safety and security of the hospital environment.				
% 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).			
15%	PROVISION OF CARE <ul style="list-style-type: none"> • Assures the provision of a basic level of general and psychiatric nursing care to mentally disabled and/or developmentally disabled individuals utilizing established nursing and mental health principles to apply therapeutic interventions, modalities and individual/family education. • Within a therapeutic milieu, assures individual activities and assistance to other disciplines in the provision of care as outlined in the care plans. • Assures staff interventions with and/or responds to the individual in order to avert injuries or property damage. • Utilizes the proper seclusion and/or restraint techniques. • Complies with and ensures staff compliance with, Napa State Hospital's policies and procedures relating to safe and effective use of medical equipment. • Assures appropriate action in emergency situations based on unit and hospital procedures including, but are not limited to: <ul style="list-style-type: none"> • Directing and participating in emergency drills; and • Reviewing psychiatric and medical emergency incidents with staff to identify opportunities for improvement and/or training needs. 			

Updated 04/04/2017

***Bolded duties, functions, skills, knowledge, and abilities have been identified as Essential Functions.**

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10 %	<p>OBSERVING/RECORDING/REPORTING ACTIVITIES</p> <ul style="list-style-type: none"> • Assures the observation and recording of signs, symptoms, behavior, and response to treatment, including medications and medication side effects. • Reports <u>significant changes</u> in behavior or health status to the Registered Nurse, Health Services Specialist, physician and/or other appropriate staff, such as: <ul style="list-style-type: none"> • Suicidal ideation; • Hallucinations, delusions, and psychosis; • Blood pressure, pulse, temperature, respiration, breath and bowel sounds; • Level of consciousness; • Skin tone/color; • Physical abilities, gait and/or “guarding” or protective behaviors; • Hydration; • Weight; • Eating patterns; • Bowel or urinary elimination patterns; • Sleep pattern; and • Speech and hearing patterns.
10 %	<p>FUNCTIONAL SUPERVISION OF NURSING STAFF:</p> <ul style="list-style-type: none"> • In collaboration with the Registered Nurse, assigns nursing staff to ensure safe, continuous care for individuals and the operation of the unit such as medication administration, supervision of individual activities, assessment of individual health needs, and documentation of nursing care. • In collaboration with the Registered Nurse, assures the number of competent staff available for individual care is consistent with hospital policy and acceptable standards of clinical practice. • Assures unit orientation for new, registry or float personnel. • Assists the Registered Nurse, the Unit Supervisor or Supervising Registered Nurse and Health Services Specialist in the identification of unit level training needs and in the provision of training for unit level nursing staff. • Assures the observation of Department of State Hospitals – Napa (DSH-Napa) safety and security measures and initiates/assists in safety and security functions, including safety and/or security inspections.
10%	<p>OTHER RELATED DUTIES including, but not limited to:</p> <ul style="list-style-type: none"> • Participation in Quality Improvement activities.
55%	<p>SITE SPECIFIC DUTIES The Central Staffing Office (CSO) under the direction of Unit Supervisor and Nursing Coordinator is responsible for facilitating, coordinating and monitoring of hospital-wide staffing.</p>

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	<ul style="list-style-type: none"> • Maintain balanced staffing patters within Programs. • Assigning staff to Programs, Units, shifts, and days off based on the vacancies and needs of the program and hospital. • Contact the POD/Nursing Coordinator (NC) with staffing concerns regarding hospital coverage etc. • Review staffing /acuties daily. • Review sign it sheets for each Unit. • Meet with the Unit Supervisor and or Nursing Coordinator regularly. • Input into the Daily Staffing and Automated Staff Scheduling and Information Support Tool (ASSIST) data base and update all Voluntary Overtime (VOT), and Mandatory Overtime (MOT). • Keep the Nursing Coordinator updated of any/all changes or arising issues. • Utilize the ASSIST to ensure staffing coverage and data generated is accurate. • Overtime-Pre-hires, Mandatory, Phone Line Volunteer Mandatory • Give input into Central Staffing Office/Registry Evaluations to your Unit Supervisor/Nursing Coordinator. • Ensure change of shift report is given within the Team. • Ensure phone mannerisms are professional. • Train Central Staffing Office (CSO) staff to work in the Central Staffing Office. • Generate Reports as Required. <p>Assists in facilitating and coordinating hospital-wide staffing. Maintains Hospital-Wide Overtime List (HWOTL) and Volunteer pool. Maintains close contact with the Designated Staffing Unit (DSU).</p>
0%	<p>TECHNICAL PROFICIENCY None.</p>
Other Information	<p>SUPERVISION RECEIVED The Senior Psychiatric Technician works under the administrative supervision of the Unit Supervisor or Supervising Registered Nurse and the clinical supervision of the Registered Nurse or Health Services Specialist.</p> <p>SUPERVISION EXERCISED The Senior Psychiatric Technician, in collaboration with a Registered Nurse, directs nursing service personnel such as Pre-Licensed Registered Nurses, Registered Nurses, Licensed Vocational Nurses, Psychiatric Technician Training Candidates, Psychiatric Technician Trainees, Pre-Licensed Psychiatric Technicians, Licensed Psychiatric Technicians, Psychiatric Technician Assistants, Hospital Workers and Student Assistants in the direct deliver of services to patients.</p>

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The Senior Psychiatric Technician may relieve the Unit Supervisor and is available to assist in providing nursing services.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Custody procedures, and public and property protection policies; fundamentals of nursing care, general behavioral and psychiatric procedures, forensic individual behavior and mental health principles and techniques involved in the care and treatment of individual or groups of developmentally or mentally disordered forensic individuals; current first-aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; Therapeutic Strategies and Intervention techniques; hospital procedures; techniques of effective supervision; and a supervisor's role in equal employment opportunities.

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 individuals; 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 individuals; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action; and supervise the work and development of a group of nursing staff.

5. REQUIRED COMPETENCIES

SAFETY

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

AGE SPECIFIC

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Provides services commensurate with age of patients being served. Demonstrates knowledge of growth and development of the following age categories:

Pediatric Adolescent Adult (18-54) Geriatric (55 & up)

- **Geriatric: Assures staff interventions are appropriate for dealing with confused geriatric patients.**
- **Adult: Assures staff interventions are effective for addressing effects of altered psychosocial role resulting from dependent hospitalized status of the adult patients.**

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (TSI).

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.

SITE SPECIFIC COMPETENCIES

None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

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 = A

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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 interactions with employees, patients and the public; and
- 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 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).

Signature _____
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.

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	<p>Signature <u><i>E. Bernardino</i></u> Supervisor's Signature _____</p> <p>Date _____</p>
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