

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name		Division		
Position No / Agency-Unit-Class-Serial		Unit Centralized Staffing Office		
Class Title Psychiatric Technician Assistant (Safety) (Centralized Staffing Office)		Location Department of State Hospital-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 Under supervision at State hospitals for diagnostic and treatment services in a program providing care to patients who are mentally disordered offenders; assist licensed direct-care staff by participating in the rehabilitation/habilitation treatment programs for patients with mental disabilities; assist patients in developing and utilizing their potential for self-care and activities of daily life; and, do other related work for which training has been received.				
% 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).			
5 %	<p>PROVISION OF CARE: (Under direction of a Registered Nurse or Psychiatric Technician)</p> <ul style="list-style-type: none"> • Assists in the provision of basic nursing care to the mentally disabled and developmentally disabled patients. Demonstrates basic understanding of nursing requirements, including but not limited to: <ul style="list-style-type: none"> • Acute and chronic medical and psychiatric conditions; • Need for crisis intervention including resistive/assaultive behavior, self-injurious behavior, and suicidal behavior; • Proper seclusion and restraint techniques; • Hygiene and grooming skills; • Safety and security issues; and, • Escort responsibility. • Assists with patient activities, including unit routines, specific group activities, educational and vocational skills, patient supervision during meals and snacks and maintenance of a therapeutic milieu. • Utilizes safe and effective use of medical equipment following Napa State Hospital's policies and procedures. • Assists patients to develop self-reliance in activities of daily living. • Takes appropriate action in emergency situations based on unit and hospital procedures. • May provide enhanced observations. 			

Revised 04/07/2026

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

**DUTY STATEMENT – PSYCHIATRIC TECHNICIAN ASSISTANT (SAFETY)
(CENTRALIZED STAFFING OFFICE)**

	<ul style="list-style-type: none"> • Performs nursing procedures such as enemas and taking and charting vital signs including safe and effective utilization of medical equipment following Napa State Hospital’s policy and procedure.
5 %	<p>OBSERVING/RECORDING/REPORTING ACTIVITIES</p> <ul style="list-style-type: none"> • Reports changes in patient behavior or health status to the shift lead and Registered Nurse or other appropriate staff, including but not limited to: <ul style="list-style-type: none"> • Eating patterns; • Skin tone/color; • Altered physical ability, gait, guarding, or protective behaviors; • Speech and hearing patterns; • Bowel or urinary elimination patterns; • Level of consciousness; • Suicidal ideation; • Weight; • Hydration; and, • Sleep patterns. • Reports the patient’s response to care plan interventions to the Registered Nurse or other appropriate staff. • Documents basic observations (e.g., vital signs, behaviors, ADL’s, I&O) as directed. IDNs to be countersigned by a licensed nursing staff.
5 %	<p>ENVIRONMENT OF CARE</p> <ul style="list-style-type: none"> • Participates in unit environmental inspections and maintains a clean and safe environment • Performs routine housekeeping tasks such as cleaning, sweeping, mopping, and waxing; disposal of garbage and wastes; handling, sorting, laundering, and distributing soiled and clean linen and clothing; and, changing and washing beds and mattresses.
85 %	<p>SITE SPECIFIC DUTIES</p> <ul style="list-style-type: none"> • Assists in facilitating and coordinating hospital-wide staffing. • Maintains hospital-wide overtime list (HWOTL) and volunteer pool. • Maintains close contact with Designated Staffing Unit (DSU).
Other Information	<p>SUPERVISION RECEIVED The Psychiatric Technician Assistant works under the supervision of the designated shift supervisor, the clinical supervision of the Registered Nurse, and the general supervision of a Unit Supervisor or Supervising Registered Nurse.</p> <p>SUPERVISION EXERCISED The Psychiatric Technician Assistant does not exercise supervision.</p> <p>KNOWLEDGE AND ABILITIES</p>

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**DUTY STATEMENT – PSYCHIATRIC TECHNICIAN ASSISTANT (SAFETY)
(CENTRALIZED STAFFING OFFICE)**

KNOWLEDGE OF:

Basic nursing care methods and techniques.

ABILITY TO:

Apply basic level-of-care services to patients; analyze situations accurately; take effective action; and, follow directions and communicate effectively in English.

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

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: Ability to work effectively with a confused geriatric patient by respecting the patient's dignity.**
- **Adult: Ability to address the patient's dependent hospitalized status by consistently respecting the patient's dignity.**

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)

ASSIST.

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**DUTY STATEMENT – PSYCHIATRIC TECHNICIAN ASSISTANT (SAFETY)
(CENTRALIZED STAFFING OFFICE)**

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 certificate issued by the California Department of Health Services to practice as a Certified Nursing Assistant.

TRAINING - Training Category = A-1

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, individuals 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

**DUTY STATEMENT – PSYCHIATRIC TECHNICIAN ASSISTANT (SAFETY)
(CENTRALIZED STAFFING OFFICE)**

Date1 _____

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

Signature *E. Bernardino*
Supervisor's Signature

Date _____

Revised 04/07/2026

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