

State of California
DUTY STATEMENT



California Department of
State Hospitals

MSH3002 (Rev. 1/24/19)

RPA Control No.#	C&P Analyst Approval FA	Date 4/11/2023
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Employee Name	Division Department of State Hospitals-Metropolitan			
Position No / Agency-Unit-Class-Serial 487-	Unit			
Class Title Psychiatric Technician Assistant (Safety)	Location			
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 supervision in State Hospitals, to assists licensed direct-care staff by participating in the rehabilitation/habilitation treatment programs for patients with mental disabilities; to assist patients in developing and utilizing their potential for self-care and activities of daily living; and 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.)
75%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>PROVISION OF CARE</p> <ul style="list-style-type: none"> Assist licensed staff in carrying out activity and training programs for mentally disabled patients. Assist patients with feeding, toileting skills, grooming, and appearance; helps keep patients and their clothing, beds, and living areas clean. Assist and motivate patients to develop self-reliance in activities of daily living Provides a basic level of general and psychiatric nursing care to mentally ill and emotionally disturbed patients commensurate with the age of individuals served. Performs basic nursing duties such as taking and recording vital signs, and measuring and recording intake and output, height and weight. Assists in group and individual activities for patients; assist in occupational, leisure, recreational, and educational training programs for patients including unit routines and specific group activities, as outlined in the Treatment Plan. Assists in structuring and maintaining a therapeutic milieu in collaboration with the patients and other staff. Uses therapeutic interventions and modalities to assist patients regain or improve their adaptive skills and decrease maladaptive behavior.

- Applies mental health principles in establishing effective therapeutic relationships with patients.
- Assists rehabilitation therapists in occupational, recreational and industrial therapy programs for patients.
- Receives visitors and encourages their interests in the patients.
- Escorts patients' intra-hospital and to outside community services.
- Is aware of patient's right's, the potential for patient abuse, either overtly or covertly, is alert for employee/ patient involvement and properly reports any adverse or suspected behavior.
- Attend unit and staff conferences to develop an understanding of and reasons for treatment being given.
- Assist with observing patients in restraints or on special observation

10%

PROVISION OF EMERGENCY CARE

- Is aware of unit and hospital emergency-care equipment and techniques.
- Takes appropriate action in emergency situations.
- Maintains current CPR and TSI certification.
- Demonstrates and exercises skills in the identification of and response to Crisis management of behaviors to protect people and property.
- Responds to all emergency alarms in assigned response area.
- Knows the individual's role in the hospital's and unit's disaster plan.

10%

OBSERVING/RECORDING

- Reports significant changes in behavior or health status to the Registered Nurse, Shift Lead, or other appropriate staff.
- Observes patients' condition and behavior, noting changes in the Interdisciplinary notes (daily charting).
- Takes vital signs as requested and document in the patient's record.

MARGINAL FUNCTIONS

5 %

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

Other
Information

SUPERVISION RECEIVED

The Psychiatric Technician Assistant works under the supervision of designated Shift Supervisor, the clinical supervision of a Registered Nurse, and the general supervision of a Unit Supervisor or Supervising Registered Nurse.

SUPERVISION EXERCISED

N/A

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Basic nursing care methods and techniques.

ABILITY TO:

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

REQUIRED COMPETENCIES

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.

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.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Taking and recording vital signs
- Use of Ambu bag

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Basic computer skills / Data entry

LICENSE OR CERTIFICATION –

It is the employee responsibility to maintain a license, credential, or required certification pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service

- **Must possess a valid Certified Nursing Assistant (CAN) certificate issued by the California Department of Health Services**

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 the 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