

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Nursing Services		CLASSIFICATION TITLE Senior Psychiatric Technician (Safety)				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Under the supervision of the Unit Supervisor (US), (Safety) or the Supervising Registered Nurse (SRN) II/III, Correctional Facility (CF), the Senior Psychiatric Technician (SPT), (Safety) is responsible for planning, assigning, training, and evaluating the work of Psychiatric Technicians (PT), (Safety) and other assigned staff in a mental health service line delivery area. The SPT (Safety) receives, disseminates, and implements policies and procedures, and ensures the continuity of quality patient care. The SPT (Safety) may be assigned the most difficult or complex patients in a therapy program. Actively participates in and supports the Complete Care Model.						
% 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. <i>(Use addition sheet if necessary)</i>					
ESSENTIAL FUNCTIONS						
40%	Supervises, trains, and evaluates PT (Safety) and other health care staff assigned to provide a basic level of general, behavioral, and psychiatric nursing care. Monitors compliance with the mental health program guide, policies and procedures, court mandates, State and federal regulations, and scope of licensure. Oversees staff performing nursing care activities, administers prescribed medications, conducts therapeutic programs, and documents medications and treatments in patient health records. Assists in conducting behavioral assessments and in planning and leading therapeutic groups. In collaboration and cooperation with the US (Safety) and/or the SRN II/III, CF, supervises the work of staff within the assigned mental health service line delivery					

	area, resolves program and personnel issues, maintains confidentiality, and provides training as needed. Evaluates problems and complaints, prepares reports, and recommends corrective actions. Completes mental health nursing services audits, reviews and ensures proper and complete documentation of patient care activities, and participates in ongoing quality improvement efforts. Works with the US (Safety) and/or SRN II/III, CF to establish work schedules, review assignments, and redirect staff as needed to cover for emergencies or vacancies. Communicates staffing needs to ensure sufficient number of qualified nursing staff is on duty to provide adequate patient care. Evaluates and documents staff performance, provides performance feedback, and identifies opportunities for performance improvement on a timely basis. Provides input to the US (Safety) and/or SRN II/III, CF on staff probationary reports and annual performance evaluations. Monitors the qualifications and current licensure status of staff on an ongoing basis.
40%	Identifies program needs and makes recommendations for improving services. Monitors the quality and delivery of patient and nursing care and recommends necessary adjustments to operations to meet patient care needs. Demonstrates effective communication with all internal and external partners to promote collaboration and access to care. Communicates policies and procedures to staff to ensure consistent implementation and monitor staff adherence. Maintains records and reviews and/or prepares reports and correspondence. Reviews care team performance to include nursing participation in the daily huddle and the Interdisciplinary Treatment Team (IDTT) scheduling, medication management, overall quality of services, health outcomes, and appropriate patient level of care. Utilizes technology and decision support tools such as Mental Health Scheduling and Tracking System (MHSTS.net), dashboards, master registries, and patient summaries, to identify, address or elevate patient care issues as necessary. Coordinates with custody to mitigate barriers to access to care. Facilitates conflict resolution. Provides clinical support as indicated.
10%	In collaboration with the US (Safety) and/or SRN II/III, CF, schedules and conducts staff meetings to ensure communication/dissemination of new policies, procedures, and operational information and compliance. Attends all trainings, meetings, and committees as directed by the Chief Nurse Executive (CNE). Participates and may take lead in quality improvement activities such as root cause analysis, rapid cycle process improvement, Plan Do Study Act processes, chart reviews, audits, and participation in Quality Improvement Team activities as assigned. Assists in the development, revision, and implementation of policies and procedures as directed by the CNE or designee.
5%	Maintains a safe and secure work environment and follows all safety precautions and Department policies and procedures. Reports any unsafe equipment or inappropriate conduct and/or activity to management.
5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Fundamentals of nursing care, including medication administration; general nursing procedures and techniques involved in patient care; general behavioral and mental health principles and techniques involved in the care and treatment of individual or groups of developmentally or mentally disordered patients; fundamentals of infection prevention and control; medical terminology; principles of effective verbal, written, and group communications; principles and techniques of effective supervision; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. <i>Ability to:</i> Plan, assign, train, and evaluate the work of level-of-care personnel; perform nursing skills and procedures as regulated by licensure and certification; observe and document symptoms and

behavior; establish effective therapeutic relationships and gain the interest, respect, and cooperation of patients; establish cooperative and effective working relationships with the IDTT and other disciplines; function effectively in an emergency situation; practice standard precautions; demonstrate proficiency in the use of technology and decision support tools such as MHSTS.net, dashboards, master registries, and patient summaries; follow directions; analyze situations accurately and take prompt, effective action; keep records; develop clear and concise reports; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

LICENSURE REQUIREMENT

Active California Psychiatric Technician License in good standing.

EDUCATIONAL REQUIREMENTS

Complete continuing education as required for maintenance of a valid license to practice as a PT issued by the California Board of Vocational Nurse and Psychiatric Technicians and as a condition of employment (40 hours of In-Service Training and on-the-job training annually).

ADDITIONAL ESSENTIAL REQUIREMENT

Ability to work mandated overtime hours as needed.

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated.

Assignments may include sole responsibility for the supervision of the incarcerated and/or the protection of personal and real property.

SPECIAL PERSONAL CHARACTERISTICS

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.
- Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.
- Demonstrated leadership ability.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE