

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	Position Control Approval: DF	Date: 5/12/26
Employee Name	Division Clinical Administration		
Position No / Agency-Unit-Class-Serial 455-XXX-8274-XXX	Unit Various Programs		
Class Title Licensed Vocational Nurse (Safety)	Location Atascadero State Hospital		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R20	Work Week Group 2	Class Ranges T

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under general supervision and, in addition to their custody responsibilities, provide a basic level of general nursing care to forensic patients with mental, emotional, or developmental disabilities and do other related work. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

25%	Helps to create a clean, safe and therapeutic environment for patients; apply mental health principles and relationship security with patients; develop, encourage participation in, and supervise patient activities , such as on-the-unit group and individual program activities for patients; assist clinical staff in occupational, recreational, vocational, and educational therapy programs for patients; motivate and assist patients with activities of daily living; follow safe work practices; protect patients and others from personal injury; order supplies as needed; keep records; and participate in in-service training programs. Uses therapeutic nursing interventions and modalities to assist forensic patients in regaining and improving their physical adaptive skills and decreasing maladaptive behavior. Motivates and assists forensic patients to develop self-reliance in activities of daily living.
25%	Performs nursing procedures such as administering medications including oral medications and hypodermic injection; observing patients physical condition and behavior and reporting significant changes to the assigned supervisor, registered nurse, or physician and recording nursing notes in the patients' record; preparing and caring for patients during treatment; giving first aid and CPR, and following infection control procedures as needed.
20%	Performs custody tasks including supervision of patient activities escorting patients in the facility and in the community; distributing and inspecting patients' mail for hazardous contraband, searching for drugs, contraband, weapons and inspecting facilities to identify security breaches that could lead to the escape of a patient; observing and intervening in patient behavior that may injure people, damage property or signal impending escape attempts. Applies and demonstrates knowledge of Trauma Informed Care (TIC) and correct methods in the application

	of TSI, which includes patient stabilization, heavy lifting, applying restraints, and responding to emergency situations throughout the hospital.
15%	Works with other disciplines as part of the treatment team to provide an overall treatment program for the patients. Other duties as assigned including but not limited to: assist in courtyard supervision, tasks that require repetitive motion, trash removal, general housekeeping duties.
10%	Maintains patients' optimal motor function by positioning and exercise; vital signs and pain ratings as needed or ordered. With a competency assessment, LVNs assigned to Unit 1 may perform treatments and procedures including: administration of enteral feedings, monitor blood glucose, urinary catheterization, bowel training program and other restorative activities, cleans and sets up equipment, collects specimens, administration of enemas; draw labs; gives pre- and post-operative nursing care.
5%	May assist in the training or mentoring of Psychiatric Technician Trainees, Psychiatric Technician Assistants, Pre-licensed Psychiatric Technicians, and other ancillary staff.
Other Information	<p>Supervision Received: Supervised by the Unit Supervisor, Supervising Registered Nurse, and lead by a Senior Psychiatric Technician/Registered Nurse Lead or Alternate Shift Lead</p> <p>Supervision Exercised: None</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>KNOWLEDGE OF: Knowledge of custody procedures, public and property protection policies; fundamentals of nursing care; general behavioral and psychiatric procedures 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; hospital procedures.</p> <p>ABILITY TO: 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 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.</p> <p>REQUIRED COMPETENCIES</p>

ANNUAL HEALTH REVIEW

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

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 vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

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

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

Applies and demonstrates knowledge of the following:

- Hospital Emergency Preparedness and Program Area Specific Plan
- Follow the hospital policies on Sexual Harassment, Patient Interaction.
- Observe patients on continuous monitoring documenting changes when appropriate.
- Participates as a member of the interdisciplinary team providing nursing input into the treatment planning of individual patients.
- Participates in sponsor groups, functioning as a sponsor / co-sponsor. Identifies and confiscates and disposes of contraband per policy.

- Relationship Security demonstrates professional interactions with the patients and maintains therapeutic boundaries.

TECHNICAL COMPETENCIES

- Applies and demonstrates knowledge of the following: Pain Management Training
- Medical Equipment Training
- Medication Administration

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: maintain a valid license to practice as a Licensed Vocational Nurse issued by the California board of Vocational Nurse and Psychiatric Technician Examiners.

TRAINING CATEGORY - 1

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

PHYSICAL DEMANDS – See attached

WORKING CONDITIONS:

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.

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.

	<p>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).</p> <p>_____</p> <p>Employee Signature _____ Date</p>
	<p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____</p> <p>Supervisor's Signature _____ Date</p> <p>_____</p> <p>Reviewing Supervisor's Signature _____ Date</p>

**Physical Requirements of Position
LICENSED VOCATIONAL NURSE (8274)**

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmate, patients, or clients					X	
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.			X			
26 - 50 lbs.			X			
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting			X			
Standing				X		
Walking				X		
Running	X					
Crawling	X					
Kneeling		X				
Climbing		X				
Squatting		X				
Bending (neck)			X			
Bending (waist)			X			
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)		X				
Reaching (below shoulder)			X			
Pushing & Pulling			X			
Power Grasping		X				
Handling (holding, light grasping)				X		
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)			X			
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise		X				
Exposure to extreme temp.		X				
Exposure to dust, gas, fumes, or chemicals		X				
Working at heights	X					