

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



California Department of  
**State Hospitals**

*Box reserved for Personnel Section*

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|                                                                                                                                                                                                                                                                                                                                                                                                        | <b>RPA #</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Position Control Approval: df</b> | <b>Date:</b><br>6/2025 |
| <b>Employee Name</b>                                                                                                                                                                                                                                                                                                                                                                                   | <b>Division</b><br>Clinical Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                        |
| <b>Position No / Agency-Unit-Class-Serial</b><br>455-XXX-8254-902                                                                                                                                                                                                                                                                                                                                      | <b>Unit</b><br>Various Programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |                        |
| <b>Class Title</b><br>Pre-Licensed Psychiatric Technician (Safety)                                                                                                                                                                                                                                                                                                                                     | <b>Location</b><br>Atascadero State Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                      |                        |
| <b>Subject to Conflict of Interest</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                          | <b>CBID</b><br>R18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Work Week Group</b><br>2          | <b>Class Ranges</b>    |
| <b>MAJOR TASKS, DUTIES, AND RESPONSIBILITIES</b><br>Incumbents work under direct supervision to assist licensed staff in providing basic behavioral and psychiatric nursing care and custody services to patients. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI). |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |                        |
| 30%                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Helps to create a clean, safe and therapeutic environment for patients; apply mental health principles and relationship security with patients;</b> develop, encourage participation in, and under the supervision of licensed staff, assist with the on-unit group and individual program activities for patients; assist clinical and nursing 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.                                                                        |                                      |                        |
| 30%                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Performs custody tasks including</b> escorting patients in the facility; distributing and inspecting patients' mail for hazardous contraband, <b>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.</b><br><br><b>Applies and demonstrates knowledge of Trauma Informed Care (TIC). Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI), that includes patient containment, heavy lifting, applying restraints, and responding to emergency situations throughout the hospital.</b> |                                      |                        |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Performs nursing procedures such as observing patients physical condition and behavior, observing patient showers and shaves, performing security rounds and reporting of significant changes to a shift lead, unit supervisor or physician and recording nursing notes (co-signed by licensed staff) in the patients' record;</b> measuring and charting vital signs, preparing and caring for patients during treatment; giving first aid and <b>CPR, and following infection control procedures</b> as needed.                                                                                                                                                                                                                                            |                                      |                        |

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| 10%               | Other duties as assigned including but not limited to: assist in courtyard supervision, tasks that require repetitive motion, carrying items that weigh up to 30 pounds, trash removal, general housekeeping duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5%                | Works with other disciplines as part of the treatment team to provide an overall treatment program for the patient.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Other Information | <p><b>Supervision Received:</b><br/>Supervised by the Unit Supervisor, Supervising Registered Nurse, and lead by a Senior Psychiatric Technician/Registered Nurse Lead or Alternate Shift Lead.</p> <p><b>Supervision Exercised:</b><br/>None</p> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p>KNOWLEDGE OF:<br/>Custody procedures, and public and property protection policies; fundamentals of nursing care; general behavioral and psychiatric procedures, forensic patients' behavior and mental health principles and techniques involved in the care and treatment of individuals or groups of developmentally or mentally disordered forensic patients; current first aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; preventing and managing assaultive behavior; hospital procedures.</p> <p>ABILITY TO:<br/>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 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 forensic patients; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action.</p> <p><b>REQUIRED COMPETENCIES</b></p> <p>ANNUAL HEALTH REVIEW<br/>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.</p> <p>INFECTION CONTROL<br/>Applies knowledge of correct methods for controlling the spread of pathogens</p> |

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|  | <p>appropriate to job class and assignment.</p> <p><b>SAFETY</b><br/>Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.</p> <p><b>CPR</b><br/>Maintain current certification as indicated by local facility.</p> <p><b>THERAPEUTIC STRATEGIES AND INTERVENTIONS</b><br/>Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).</p> <p><b>DIVERSITY, EQUITY, AND INCLUSION</b><br/>Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.</p> <p><b>PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION</b><br/>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.</p> <p><b>THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY</b><br/>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.</p> <p><b>SITE SPECIFIC COMPETENCIES</b><br/>Applies and demonstrates knowledge/competency of the following:</p> <ul style="list-style-type: none"> <li>▪ Hospital Emergency Preparedness and Program Area Specific Plan.</li> <li>▪ Patients' Rights.</li> <li>▪ Hospital policies on Sexual Harassment and discrimination</li> <li>▪ Participates as a member of the interdisciplinary team providing nursing input into the treatment planning of individual patients.</li> <li>▪ Taking and charting vital signs, weights and waist circumferences, daily care flow sheets as directed.</li> <li>▪ Complete Daily NOC Chart Audit, NOC filing (on the NOC shift)</li> <li>▪ As ordered by the physician, may assist with enhanced patient observations as indicated by hospital policy.</li> <li>▪ Assists with supplemental activities.</li> <li>▪ Identification, confiscation and disposal of contraband per policy.</li> <li>▪ Principles of Relationship Security, demonstrating professional interactions with patients and maintaining therapeutic boundaries.</li> </ul> |
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|  | <p><b>TECHNICAL COMPETENCIES</b><br/> Applies and demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>▪ Pain Management Training</li> <li>▪ Medical Equipment Training</li> </ul> <p><b>LICENSE OR CERTIFICATION</b><br/> N/A</p> <p><b>TRAINING CATEGORY - 1</b><br/> The employee is required to keep current with the completion of all required training.</p> <p><b>PHYSICAL DEMANDS – See attached</b></p> <p><b>WORKING CONDITIONS:</b><br/> 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.<br/> 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> |
|  | <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 <span style="float: right;">_____</span><br/> Date</p> <hr/> <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 <span style="float: right;">_____</span><br/> Date</p> <p>_____</p> <p>Reviewing Supervisor's Signature <span style="float: right;">_____</span><br/> Date</p>                                                                                                                                                                                                                                                            |

Physical Requirements of Position  
**PSYCHIATRIC TECHNICIAN, SAFETY (8253)**  
**PRE-LICENSED PSYCH TECH, SAFETY (8254)**  
**PSYCH TECH ASSISTANT, SAFETY (8226)**  
**PSYCH TECH TRAINEE, SAFETY (8238)**

| Activity                                            | Never/Rarely<br>< 5 min. | Infrequently<br>5-30 min. | Occasionally<br>31 min.-2.5<br>hrs. | Frequently<br>2.5-5.0 hrs. | Constantly<br>> 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 (Stairs)                |                                     |                            |                        |          |
| 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                         |                                     |                            |                        |          |

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|--------------------------------------------|--------------------------|---------------------------|-------------------------------------|----------------------------|------------------------|----------|
| Exposure to dust, gas, fumes, or chemicals |                          | X                         |                                     |                            |                        |          |
| Working at heights                         | X                        |                           |                                     |                            |                        |          |