

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

**CLASSIFICATION:
PSYCHIATRIC TECHNICIAN (SAFETY)**

Approved by C.E.A. A Clinical Administrator (A) – John Sanzberro
Signature: 

Date Approved: 6/10/05

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under general supervision Psychiatric Technicians (Safety), in addition to their custody responsibilities, promote and implement principles of Wellness and Recovery, and Psychiatric Rehabilitation, provide a basic level of general behavioral and psychiatric nursing care and are expected through their attitude, knowledge, and performance to facilitate the rehabilitation of patients.

Psychiatric Technicians (Safety) work to maintain order, supervise the conduct of patients, protect and maintain the safety of persons, property and provide care to all patients who are committed to Department of State Hospitals (DSH).

- 40%**
- Provide general behavioral and psychiatric nursing care to facilitate a secure treatment focused environment for patients, including a safe application of policies and procedures.
 - Motivate and assist patients with activities of daily living including, but not limited to; personal hygiene, cleaning living/sleeping areas and maintaining a routine schedule daily.
 - Provide comprehensive healthcare education through verbal and written teachings to patients in order to promote comprehension and insight into the patient's personal treatment interventions and expected outcomes.
 - Teleservices: Observe, monitor and document all relevant observations of patient's current status including symptoms of behavior/medical conditions and progress toward treatment interventions, directly or by utilizing telepresence equipment when appropriate, to ensure accurate communication to all members of the interdisciplinary treatment team. Utilize approved written and electronic forms and processes and complete other teleservice duties as assigned.
 - Facilitate or co-facilitate approved treatment groups to help the patients develop prosocial skills and better prepare for meeting discharge criteria.

DUTY STATEMENT – PSYCHIATRIC TECHNICIAN (SAFETY)

437-XXX-8253-XXX

Revision Date: 06/06/2025

Page 2 of 6

- 35%**
- Perform nursing procedures such as taking and assessing patient vital signs (i.e. blood pressure, pulse, temperature, O2 saturations, respirations, and pain assessment), perform perineal care, administer first aid. Additionally, dressing changes, assisting patients with ambulation, range of motion and feedings. Monitor patients on enhanced observations (behavioral/medical), properly utilize personal protective equipment, clean and sanitize blood/body fluid spills per infection control procedures, and properly handle infectious or soiled linens/clothing.
 - Process Physician telephone and/or written medication order(s) including transcription into the medication administration records and communication with Pharmacy. Administer medications according to physician orders and hospital policy, including but not limited to oral medications, hypodermic injections, and basic medical treatments, while obtaining and maintaining certification according to DSH-Coalinga policies/procedures.
 - Process Physician telephone and/or written order(s) for behavioral incidents (i.e. seclusion, restraint, enhanced observation).
 - Process Physician telephone and/or written order(s) for medical care (i.e. enhanced observations, Clozaril monitoring, falls prevention, medical monitoring).
 - Case Managers: Schedule patient team treatment teams as required for new admissions, monthly, quarterly, annually, attend and participate in team conferences, generate pre and post treatment plan and transfer checklists, update functional challenges sections of treatment plans and other case manager duties as assigned.
- 20%**
- Performs security tasks including supervision of patient activities, escorting patients within the facility, distributing and inspecting patients property/mail for hazardous contraband, performs shakedowns; i.e., 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 others, damage property or signal impending escape attempts, applies and demonstrates knowledge of correct methods in the prevention and management of assaultive behavior including Therapeutic Strategies and Interventions, early intervention, patient stabilization, heavy lifting, applying restraints, and responding to emergency situations throughout the hospital.

DUTY STATEMENT – PSYCHIATRIC TECHNICIAN (SAFETY)

437-XXX-8253-XXX

Revision Date: 06/06/2025

Page 3 of 6

- 5% • Provide training and orientation to new staff and/or Psychiatric Technician Trainee (Safety) on essential tasks and educate them on policies and procedures to ensure continuity of patient care and facility security.
- Maintain general housekeeping on unit.

2. SUPERVISION RECEIVED:

Unit Supervisor (Safety)

3. SUPERVISION EXERCISED:

None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Knowledge of safety procedures, property/persons protection; fundamentals of nursing care; general behavioral and psychiatric procedures involved in the care and treatment of forensic patients; current first aid methods. Medical terminology; pharmacology; cardiopulmonary resuscitation; TSI techniques and hospital procedures (Administrative Directives and applicable Nursing Policy & Procedures).

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 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 patients; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or 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.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the workplace that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintain relationship security in the work area; take effective action and monitor, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintain and safeguard the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: Demonstrate knowledge of treatment programming and discharge requirements for committed patients, including laws pertaining to their commitment.

TEAM MEMBERSHIP

Demonstrate the ability to provide constructive team input based on direct observation of patient behavior and to interact professionally with patients.

TECHNICIAN PROFICIENCY (SITE SPECIFIC):

MEDICATION ADMINISTRATION

Ability to safely and accurately administer prescribed medications and other medical treatments and provide staff instruction as assigned; this includes following all hospital and nursing procedures and completing necessary documentation.

HEALTH TEACHING

Demonstrate the ability to plan, deliver, and document individualized health teaching to patients.

THERAPEUTIC RELATIONSHIPS/ RELATIONSHIP SECURITY

Demonstrate the ability to maintain professional-therapeutic relationships with patients, the ability to maintain professional boundaries and the ability to teach and assist them with problem solving techniques. Demonstrate the ability to teach/model principles of the norm of non-violence, demonstrate and model appropriate interpersonal interactions with staff and patients and follows hospital policies relative to Patient Interaction and Sexual Harassment.

OBSERVATION AND DOCUMENTATION

Ability to observe patients and provide accurate and complete required documentation; special incident reports, nursing assessments and weekly/monthly notes addressing a patient's physical problems affecting his psychiatric condition, current temporary condition(s), response to treatment, changes in psychiatric symptom presentation, and progress toward meeting treatment plan goals. Reports significant observations of changes in patients to the Shift Lead, Registered Nurse or Unit Supervisor.

6. **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 Services.
7. **TRAINING:**
Training Category – 1 – Training Procedure No. 03-11.
The employee is required to keep current with the completion of all required training.
8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

DUTY STATEMENT – PSYCHIATRIC TECHNICIAN (SAFETY)

437-XXX-8253-XXX

Revision Date: 06/06/2025

Page 6 of 6

EMPLOYEE IS REQUIRED TO:

1. Report to work as scheduled.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. 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.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date