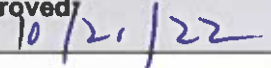


**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

**CLASSIFICATION:
PSYCHIATRIC TECHNICIAN ASSISTANT (SAFETY)**

Approved by Clinical Administrator – Jose Perez
Signature: 

Date Approved: 

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Incumbents work under direct supervision to assist licensed staff in providing basic behavioral and psychiatric nursing care and custody services to clients/patients.

40% DELIVERY OF SERVICES:

Helps to create a clean, safe and therapeutic environment for individuals or inmates; apply mental health principles and relationship security with individuals or inmates; develop, encourage participation in, and under the supervision of licensed staff; **facilitate individuals or inmates timely interactions with healthcare providers directly or by utilizing tele-presence equipment when appropriate;** supervise on-the-unit group and individual program activities for individuals or inmates; assist rehabilitation therapists in occupational, recreational, vocational, and educational therapy programs for individuals or inmates motivate and assist individuals or inmates with activities of daily living; follow safe work practices; protect individuals, inmates and others from personal injury; order supplies as needed; keep records; and participate in in-service training programs.

Performs nursing procedures such as observing individuals or inmates physical condition and behavior, observing individual showers and shaves, performing security rounds and continuous observations and reporting significant changes to a shift supervisor, unit supervisor or physician and recording nursing notes: co-noted by licensed staff, in the individuals or inmate record; preparing and caring for patients or inmates during treatment; giving first aid and **CPR, and follows infection control procedures** as needed.

Works with other disciplines as part of the treatment team to provide an overall treatment program for the patient.

40% MAINTAINING A SAFE ENVIRONMENT:

Performs custody tasks including escorting individuals or inmates in the facility; distributing and inspecting individuals or inmates' mail for hazardous contraband, **shakedown; i.e., searching for drugs, contraband, weapons and inspecting facilities to identify security**

breaches that could lead to the escape of an individual or inmate; observing and intervening in individual behavior that may injure people, damage property or signal impending escape attempts, applies and demonstrates knowledge of correct methods in the prevention and management of assaultive behavior (TSI), which includes patient containment, heavy lifting, applying restraints and responding to emergency situations throughout the hospital.

20% GENERAL:

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, and general housekeeping duties.

2. SUPERVISING RECEIVED:

Unit Supervisor (Safety)

3. SUPERVISION EXERCISED:

None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Under direct supervision of licensed nursing staff, 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.

ABILITY TO: Under direct supervision of licensed nursing staff 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.

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 work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates 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.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards 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: Applies and demonstrates knowledge of the following:

- Demonstrate knowledge of and attitudes consistent with the Wellness and Recovery Model of service delivery, including the Stages of Change, basic values/beliefs, and the individual involvement in designing his own recovery plan. Demonstrate working knowledge of the sex-offender-specific elements of each Phase of the SOCP.

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- Possess knowledge of laws pertaining to sexually violent predator commitments (W&I Code 6600 et seq.) and mentally ill inmates admitted from the Department of Corrections and Rehabilitation (pursuant to Penal Code 2684).
- Hospital Emergency Preparedness Plan and the Program Area Specific Safety Plan.
- Follow the hospital policies on Sexual Harassment and 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.
- Upon completion of Competency validation may be assigned to supervisor unit shaving/trimming activities.
- Relationship Security demonstrates professional interactions with the patients and maintains therapeutic boundaries.

TECHNICIAN PROFICIENCY (SITE SPECIFIC): I-vac, Automatic Emergency Defibrillator, O2 Delivery/suction, Gurney & Backboard

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.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.

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3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client 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