

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name		Division		
Position No / Agency-Unit-Class-Serial		Unit		
Class Title PSYCHIATRIC TECHNICIAN (SAFETY) CSO		Location		
Subject to Conflict of Interest ☐ Yes ☐ No		CBID	Work Week Group:	Pay Differential
1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Psychiatric Technicians work under general supervision and, in addition to their custody responsibilities, 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 clients/patients. Psychiatric Technicians work to maintain order and supervise the conduct of clients/patients, to protect and maintain the safety of persons and property; to provide a basic level of general behavioral psychiatric nursing care to clients/patients who are mentally disordered offenders; and to participate in the overall psychiatric treatment program.				
20 %	PROVISION OF CARE • Provide a basic level of general and psychiatric nursing care to mentally ill and emotionally disturbed clients/patients commensurate with age of clients/patients served. • Supervises client/patient activities, including unit routines and specific group activities, as outlined in nursing care plan. • Provides, structures, and maintains a therapeutic milieu in collaboration with the clients/patients and other staff. • Uses therapeutic interventions and modalities to assist clients/patients regain or improve their adaptive skills and decrease maladaptive behavior. • Leads groups. • Applies mental health principles in establishing effective therapeutic relationships with clients/patients. • Assists rehabilitation therapists in occupational, recreational and industrial therapy program for clients/patients. • Motivates and assists clients/patients to develop self-reliance in activities of daily living. • Receives visitors and encourages their interest in the clients'/patients' welfare. • Escorts clients/patients intra-hospital and to outside community services. • Is aware of clients'/patients' rights, the potential for client abuse, either overtly or covertly, is alert for employee/client involvement and promptly reports any adverse or suspected behavior.			

5 %	PROVISION OF EMERGENCY CARE • Is aware of unit and hospital emergency-care equipment and techniques. • Takes appropriate action in emergency situations. • Maintains current CPR and MAB certification • Demonstrates and exercises skills in identification of and response to crisis management of behaviors to protect people and property. • Responds to all emergency alarms in the assigned response area. • Knows the individual's role in the hospital's and the unit's disaster plan.
5 %	MEDICATION/TREATMENT • Within the scope of licensure and certification, performs nursing procedures such as Administering medications and treatments, including oral medications, hypodermic injections, blood glucose monitoring (finger sticks), catheterization, enemas and taking and charting vital signs. • Maintains infection control.
10 %	OBSERVING/RECORDING • Observes and records signs, symptoms, behavior, and client response to medications and nursing care per Department of State Hospital-Patton's policies and procedures. • Enters as part of the clients/patients' permanent record, progress notes summarizing health status and progress or lack of progress in attainment of the nursing care plan/psychiatric treatment plan objectives.
10 %	NURSING ASSESSMENT ACTIVITIES • Observes clients/patients' conditions and behavior, noting changes in the interdisciplinary notes. • Reports significant changes in behavior or health status to the Registered Nurse, the Shift Lead, or other appropriate staff. • Records response or lack of response to treatment plan in the prescribed format.
5 %	NURSING CARE PLANNING ACTIVITIES • Collaborates with members of the nursing team in the development and implementation of nursing care plan interventions. • Follows the nursing care plan interventions to assist the client/patient regain or improve adaptive skills and decrease maladaptive behaviors. • Provides the Registered Nurse with information pertinent to the clients'/patients' response to nursing care plan interventions.
5 %	INTERDISCIPLINARY TEAM MEMBER • Participates with other disciplines, as part of the treatment team, to provide an overall treatment program for the client/patient.

5 %	INFECTION/DISEASE CONTROL - Follows established nursing procedures to promote infection control. - Participates in unit environmental inspections and maintains a clean and safe environment.
5 %	INSERVICE TRAINING Helps to identify training needs for self and unit.
5 %	CONTINUOUS QUALITY IMPROVEMENT - Participates in quality assessments of nursing interventions for the biophysical, psychosocial, environmental, self-care and educational needs of clients/patients. - Provides data in accordance with hospital policy to authorized Individuals or committees as assigned.
5 %	SAFETY/SECURITY - Adheres to all policy and procedures concerning health and safety of the environment and protection of clients/patients and staff from physical and environmental hazards. - Observes Patton State Hospital safety and security measures and initiates/assists in security functions. - Participates in unit safety and security inspections. - Exercises skills in crisis intervention, including recognizing, management and redirecting problem behaviors for the protection of people and property.
	SUPERVISION RECEIVED: Under direct supervision of U.S. CSO, and Nurse Administrator. SUPERVISION EXERCISED: May act as Shift Lead for CSO or Designee for U.S. if applicable. Provides administrative supervision of the delivery of care provided by nursing staff When working on the Units). 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. KNOWLEDGE OF:

	Fundamentals of nursing care; general behavioral and psychiatric procedures; client/patient behavior and mental health principles and techniques involved in the care and treatment of individuals or groups of mentally disordered clients/patients; custody procedures; public and property protection policies; current first aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; management of assaultive behavior techniques; hospital procedures. TECHNICAL PROFICIENCY (SITE SPECIFIC) Demonstrates knowledge and assures treatment is provided by LOC staff for adult forensic individuals within the meaning of PC1370 in a co-ed setting to improve mental health and to reduce the risk of re-offense. Demonstrates knowledge and applies treatment for individuals requiring independent functioning and behavioral self-regulation in a co-ed setting. 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. 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 in accordance with policy. 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.
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: •Possess the legal requirements to practice as a professional Psychiatric Technician in California.

Training	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. The employee is required to work any shift and schedule in a variety of settings and security areas 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. All employees are required to have an annual health review and repeat health reviews 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. 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). <table border="0"> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Classification (Employee Signature)</td> <td>Print Name</td> <td>Date</td> </tr> </table> I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. <table border="0"> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Classification (Supervisor Signature)</td> <td>Print Name</td> <td>Date</td> </tr> </table> <table border="0"> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Classification Reviewing Supervisor Signature</td> <td>Print Name</td> <td>Date</td> </tr> </table>	_____	_____	_____	Classification (Employee Signature)	Print Name	Date	_____	_____	_____	Classification (Supervisor Signature)	Print Name	Date	_____	_____	_____	Classification Reviewing Supervisor Signature	Print Name	Date
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