

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 Department of State Hospitals		
Position No / Agency-Unit-Class-Serial 502-022-XXX	Unit Enhancement Services		
Class Title Psychiatric Technician (Forensic) Structured Treatment Program – My Activity Plan and Participation (MAPP) Specialist	Location DSH - Patton		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R18	Work Week Group: 2	Pay Differential N/A
Under the supervision of the Program Assistant, in a state hospital, to provide a basic level of general behavioral and psychiatric nursing care to mentally disordered patients, to maintain order and supervise the conduct of patients, to protect and maintain the safety of persons and property, to facilitate the rehabilitation of patients, and to work with other disciplines as part of the team to participate in and provide the overall psychiatric treatment program.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).		
45%	<u>Site Specific Tasks</u> • Is responsible for all details of group and individual roster management. • Utilizes computer skills including Excel, Outlook, Word, and Wellness and Recovery Model Support System (WaRMSS) functions such as My Activity Plan and Participation (MAPP), Supplemental Module, Course Outlines, and Report Manager to schedule, update, and maintain structured treatment programming and Supplemental Activities programming. • Applies knowledge of Treatment Plans and related foci to facilitate treatment scheduling; works in concert with the Conference Coordinators on each unit. • Utilizes effective written and verbal communication skills to communicate with treatment teams, unit staff, program management, and discipline seniors on matters related to structured treatment programming. • Communicates in a timely manner with providers of groups (all disciplines) regarding any changes in group locations or the closing of groups and reassignments. • Tracks patient movement and alerts treatment providers on necessary group schedule modifications. • Determines the suitability of a patient's enrollment in a particular group with sufficient justification; communicates with direct supervisor and team regarding enrollment conflicts. • Completes weekly Missing Roster Reports and communicates information to program management.		



Box reserved for Personnel Section

40%	• Prepares, prints and delivers Activity Treatment Participation Records (ATPRs) directly to programs. • Generates reports on Structured Treatment Activities and interprets data as requested for the purpose of monitoring structured treatment for programs, administration, and Department of State Hospitals (DSH)-Sacramento. • Manages group request waiting list and enrollment. • Modifies Structured Treatment Activity Schedules upon request. • Provides group/activity co-provision and coverage as needed. • Completes other duties as assigned. • Assists Director of Structured Treatment Program as needed. • Participates in departmental and other hospital meetings as assigned.
15%	<u>Provisions of Care</u> • Provides a basic level of general and psychiatric nursing care to mentally ill and emotionally disturbed patients commensurate with the age and culture of the patients served. • Supervises and provides patient groups and activities as outlined in the nursing care plan and the treatment plan. • Provides, structures, and maintains a therapeutic milieu in collaboration with the patients and other staff. • Uses therapeutic interventions and modalities to assist patients to regain or improve their adaptive skills and decrease maladaptive behavior. • Applies mental health principles in establishing effective therapeutic relationships with patients. • Motivates and assists patients to develop self-reliance in activities of daily living. • Assures that patient's rights are protected and promptly reports any violation of patient's rights. • Assures that patients are protected from abuse, either overtly or covertly, and is alert for employee/patient involvement and promptly reports any adverse or suspected behavior. <u>Emergency Response and Provision of Emergency Care</u> • Demonstrates and exercises skill in identification of and response to emergency situations. • Is aware of unit and hospital emergency-care equipment and techniques. • Takes appropriate action in emergency situations. • Maintains current Cardiopulmonary resuscitation (CPR) and Therapeutic Strategic Intervention (TSI) certifications. • Responds to all emergency alarms in the assigned response area. • Understands the role in the hospitals and the area's disaster plan. <u>Medication Administration and Treatment</u> • Within the scope of licensure and certification, performs nursing procedures such as administering medications, performing treatments, and transcription of orders. • Performs such duties as blood glucose monitoring, enemas, vital signs, etc.



Box reserved for Personnel Section

Observation and Documentation

- Observes and documents signs, symptoms, behavior and patient response to medications and nursing care per DSH-Patton's policies and procedures.
- Enters as part of the patients' permanent record, progress notes summarizing health status and progress or lack of progress in attainment of the nursing care plan/psychiatric treatment plan interventions/modalities.
- Observes patients' condition and behavior, noting changes in the interdisciplinary notes.
- Reports significant changes in behavior or health status to the Registered Nurse, Shift Lead, or other appropriate staff.

Infection/Disease Control

- Follows established nursing procedures and infection control policies to promote infection control.
- Maintains infection control.
- Participates in area environmental inspections and maintains a clean and safe environment.
- Identifies infection/disease control educational needs of the patient and teaches basic infection control concepts.

Nursing Assessment Activities

- Provides appropriate medical and psychiatric observations as clinically indicated.
- Observes patients and provide input to the registered nurse for the nursing assessment.
- Observes patients and provide input to the registered nurse to update patient acuity and behavioral subsystem as clinically indicated.
- Collaborates with members of the nursing team in the development and implementation of the nursing care plan interventions.
- Follows the nursing care plan interventions to assist the patient regain or improve adaptive skills and decrease maladaptive behaviors.
- Provides the Registered Nurse with information pertinent to the patients' response to nursing care plan interventions.

Safety and Security

- Adheres to all policies and procedures concerning health and safety of the environment and protection of patients and staff from physical and environmental hazards.
- Performs custody tasks, which include escorting patients in the facility and in the community.
- Conducts searches for drugs, contraband, and weapons.
- Inspects facility to identify security breaches that could lead to an escape.
- Observes and competently intervenes in patient behaviors that may injure people, damage property, or signal impending escape attempts.
- Participates in safety and security inspections.



Box reserved for Personnel Section

Other Information	SUPERVISION RECEIVED: Under the supervision of the Program Assistant. SUPERVISION EXERCISED: None. KNOWLEDGE AND ABILITIES: <u>KNOWLEDGE OF:</u> 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. <u>ABILITY TO:</u> 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. REQUIRED COMPETENCIES: <u>INFECTION CONTROL:</u> Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. <u>SAFETY:</u> Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards. <u>CPR:</u> Maintains current certification. <u>AGE SPECIFIC:</u> Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories: ☒ Young Adult(18-29) ☒ Early Adult(30-50) ☒ Late Adult(51-79) ☒ Geriatric(80+) <u>THERAPEUTIC STRATEGIC INTERVENTION:</u> Applies and demonstrates knowledge of correct methods in TSI. <u>RESTRAINT/SECLUSION:</u> Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion. <u>CULTURAL AWARENESS:</u> Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.
--------------------------	---

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

SITE SPECIFIC COMPETENCIES: Ability to demonstrate knowledge and apply group treatment for adult forensic patients; to maintain daily documentation, provide reports to worksite supervisor, Program Management, and others as needed; to work independently; and to demonstrate the knowledge of hospital policies and procedures.

TECHNICAL PROFICIENCY (SITE SPECIFIC): Knowledge of commonly used office material/equipment; application of office computer applications (ex: Excel, Word, Outlook, etc.)

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 a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician examiners.

TRAINING – Training Category – Specific to PT:

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

WORKING CONDITIONS

Employee is required to:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interaction with employees, patients, and the public;
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital 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 duties.

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).

Employee Signature

Print Name

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

Supervisor Signature

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date