

## DUTY STATEMENT

|                                                                                                                 |                                                                     |                 |              |        |           |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------|--------------|--------|-----------|
| CDCR INSTITUTION OR DEPARTMENT<br>California Correctional Health Care Services                                  | POSITION NUMBER (Agency – Unit – Class – Serial)<br>XXX-XXX-XXX-XXX |                 |              |        |           |
| UNIT NAME AND CITY LOCATED<br>Nursing Services,<br>Crisis Intervention Team (CIT) - Various                     | CLASSIFICATION TITLE<br>Psychiatric Technician (Safety)             |                 |              |        |           |
|                                                                                                                 | WORKING TITLE                                                       |                 |              |        |           |
|                                                                                                                 | COI<br>Yes <input type="checkbox"/><br>No <input type="checkbox"/>  | WORK WEEK GROUP | CBID<br>BU18 | TENURE | TIME BASE |
| SCHEDULE (Telework may be available): ____ AM to ____ PM.<br>(Approximate only for FLSA exempt classifications) | SPECIFIC LOCATION ASSIGNED TO                                       |                 |              |        |           |
| INCUMBENT (If known)                                                                                            | EFFECTIVE DATE                                                      |                 |              |        |           |

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive, respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

### PRIMARY DOMAIN:

Under the supervision of the Supervising Registered Nurse II/III, Correctional Facility (CF), or Unit Supervisor (Safety), the Psychiatric Technician (PT) (Safety) organizes and provides a basic level of general nursing and behavioral and psychiatric nursing care to patients in accordance with the Mental Health Program Guide, policies and procedures, and regulations in a variety of correctional health care settings. The PT (Safety), pursuant to the PT scope of practice and in collaboration with the health care team, ensures the delivery of appropriate and timely health care to patients. The PT (Safety) provides a basic level of general nursing and behavioral and psychiatric nursing care to patients under valid authorization by a provider's order and the delegation and clinical direction of the Registered Nurse (RN). The PT (Safety) serves as a designated member of the institution's Crisis Intervention Team (CIT), an interdisciplinary team established pursuant to departmental policy. The PT (Safety) provides emergent, in-person response during CIT events by collection of objective and subjective findings and provides intervention services to patients experiencing acute psychiatric distress, including suicidal ideation, self-injurious behavior, psychosis, severe mood or anxiety symptoms, trauma-related symptoms, and behavioral decompensation, as close to the patient's housing unit as operationally feasible, in collaboration with mental health clinicians, custody

supervisory staff, and in consultation with psychiatry.

The incumbent PT (Safety) communicates effectively with patients and other members of the healthcare team, organizes and provides necessary nursing care in accordance with applicable policies, procedures, regulations, and program requirements in a variety of correctional health care settings. The PT (Safety), in collaboration with the health care team, ensures the delivery of appropriate and timely health care to patients and coordinates interdisciplinary communication to promote continuity of care. The PT (Safety) is responsible for addressing patients' ongoing health care needs and promoting the timely, efficient, and appropriate use of health care resources.

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|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| % 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. <i>(Use addition sheet if necessary)</i> |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### ESSENTIAL FUNCTIONS

**40%** Crisis Intervention Team Response and Emergent Clinical Assessment: Responds as a nursing member of the CIT to emergent mental health referrals during designated CIT operating hours. Responds together with mental health clinician and custody team members, interviewing the patient in person, in a confidential setting, as close to the patient's current housing unit as possible, and within the policy required timeframe of the patient expressing an emergent mental health need. Reviews the patient's health record prior to or upon CIT activation, including all prior CIT contacts, and communicates relevant clinical history to CIT team members.

Reviews patient summary/health record; observes for possible conditions like injuries, intoxication/withdrawal, contributing to patients' presentation, reports findings to the RN; reviews current medications and medication compliance; recent TTA or HLOC visits, recent provider or 7362 encounters/requests that may be related to CIT chief complaint, liaises with PCP/on-call medical provider/psychiatrist or psychiatric nurse practitioner (PNP); shares relevant medical history with MH/custody. Determines the patient's capacity to understand and communicate; and collaborates with the CIT team to identify the type and root cause of the crisis presented; application of de-escalation and motivational interviewing techniques to assess and stabilize the patient within the patient's current milieu; identification and recommendation of the appropriate course of action related to the reason for CIT contact, including medical care needs, or other contributing stressors. Assesses the patient and reviews clinical information at established intervals to evaluate the effectiveness of the Plan of Care. Coordinates care to achieve optimal clinical and quality of life outcomes. Educates and coaches patients in self-care, wellness, symptoms, and disease management for both episodic and planned care. Serves as a patient advocate.

**30%** Collaborates daily with the CIT team and makes recommendations to the care team and effectively communicates and collaborates with all disciplines involved in the care of the patient.  
PRN Medication Administration & Psychiatrist/PNP Contact: Administer appropriate PRN medication when ordered; if ineffective in 30–60 minutes or behavior remains unsafe, contact on-call psychiatrist/PNP.

CIT Activation Logistics & Response-time Compliance: Ensure the patient is moved to a safe triage location near housing, observed continuously, and seen by a CIT within designated time periods.  
Emergency Medical Response (EMR) integration: Initiate HCDOM 3.7.1-1 procedures for life-threatening situations while CIT proceeds; coordinate rapid medical response/transport when indicated. Documentation – Nursing CIT Powerform: Complete Nursing CIT Powerform; finish documentation timely during assigned each workday; contribute to follow-up plans of care and scheduling.

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|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>15%</b> | <p>Training: Completes headquarters-approved, standardized CIT training, as well as other required trainings as directed by the Chief Nurse Executive (CNE) or designee.</p> <p>Stays current with annual policy updates while upholding HQ-approved CIT training and competency standards; contributes to the annual LOP review process. Assist with monthly metric reviews (SPRFIT). Participates in quality improvement activities such as chart reviews, audits, and participation in the Quality Improvement Team. Assists in the development, revision, and implementation of all policies and procedures as directed by the CNE or designee.</p> |
| <b>10%</b> | <p>Maintains a safe and secure work environment and follows all safety precautions and Department policies and procedures. Reports any unsafe equipment or inappropriate conduct and/or activity to management.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>5%</b>  | <p>Performs other duties as required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**KNOWLEDGE AND ABILITIES**

Knowledge of: Professional nursing principles and techniques; disease process and treatment modalities; appropriate administration of medications; principles and procedures of infection prevention and control; and principles of effective verbal, written, and group communications.

Ability to: Apply nursing principles and techniques; assess, evaluate, and record symptoms and behavior; plan, organize, and direct the work of others; analyze situations accurately and take effective action; and maintain effective working relationships with health professionals and others.

**LICENSURE REQUIREMENT**

Active California Registered Nursing License in good standing.

**EDUCATIONAL REQUIREMENT**

Complete continuing education as required for maintenance of California Registered Nursing License and as a condition of employment (40 hours of In-Service Training and on-the-job training annually).

**ADDITIONAL ESSENTIAL REQUIREMENTS**

Ability to work mandated overtime hours as needed.

**SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT**

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy, and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. Assignments may include sole responsibility for the supervision of the incarcerated and/or the protection of personal and real property.

**SPECIAL PHYSICAL CHARACTERISTICS**

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated.

**SPECIAL PERSONAL CHARACTERISTICS**

Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; scientific and professional integrity; emotional stability; patience; alertness; tact; and keenness of observation.

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- • Ability to build trust, improve communication, and assist with the transformation of correctional culture.
- • Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

|                                                                                                                                                                                                                                                                                                                                                                                                          |                        |      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------|
| SUPERVISOR'S NAME (Print)                                                                                                                                                                                                                                                                                                                                                                                | SUPERVISOR'S SIGNATURE | DATE |
| <b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>                                                                                                                                                                                                                                                               |                        |      |
| The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload. |                        |      |
| EMPLOYEE'S NAME (Print)                                                                                                                                                                                                                                                                                                                                                                                  | EMPLOYEE'S SIGNATURE   | DATE |

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