

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	Position Control Approval: cm	Date: 11/4/2025
Employee Name		Division Executive Services		
Position No / Agency-Unit-Class-Serial 455-547-8154-XXX		Unit Nursing Services		
Class Title Nursing Instructor (SOPT)		Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID 17	Work Week Group 2	Class Ranges T
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under the direction of the Psychiatric Technician Program Director, teach BVNPT approved program curriculum to psychiatric technician students. Provide both classroom instruction and clinical skills supervision. Conducts on-going review of course materials and update course materials as needed.				
60%	Accurately instruct adult learners in professional nursing principles and techniques in planning, organizing, and conducting educational courses in Psychiatric Nursing, Developmental Disabilities and Nursing Science. Research and prepare lectures, lesson plans and test material to prepare students for licensing as a Psychiatric Technician. Supervise clinical training of Psych Tech students and assist them to meet clinical objectives. Demonstrate techniques required delivering safe patient care. Maintain safety and security, infection control and relationship security issues.			
25%	Communicate effectively Skill in verbal and non-verbal communication. Knowledge of different teaching modalities and learning styles. Possess classroom management skills. Knowledge of techniques used to manage classroom milieu and provide an environment conducive to learning. Knowledge of Psychiatric Technician Program, Cuesta College policies, and student disciplinary processes. Possess knowledge of medications and medication medical/psychiatric administration terminology. Knowledge of nursing procedures, medication administration procedures, and approved medical and psychiatric terminology.			
10%	Participate in the evaluation and development of educational programs and policy.			

	Attend required faculty meetings and off-sites to review and revise curriculum. Attend meetings and seminars to enhance and maintain teaching skills. Participate in Cuesta College's Program Review processes.
5%	Evaluate progress and performance of students. Tutor and counsel as needed. Complete student evaluations every eight weeks. Remediate and assist students in academic jeopardy. Maintain office hours to address student issues. Keep accurate records and complete required reports.
Other Information	Supervision Received: Directly supervised by the Supervising Registered Nurse (SOPT Program Director). Supervision Exercised: Clinically supervises fifteen (15) Psychiatric Technician students in clinical practice. KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: General and psychiatric nursing principles and techniques in planning, organizing, and conducting educational courses in general and psychiatric nursing and related subjects; and medical and psychiatric terminology. ABILITY TO: Apply the principles, methods, and techniques involved in conducting training courses in general and psychiatric nursing and related subjects; supervise on-the-job training of students; evaluate the progress of students; communicate effectively; and keep records and prepare reports. REQUIRED COMPETENCIES ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever 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 for controlling the spread of pathogens appropriate to job class and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate 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.

SITE SPECIFIC COMPETENCIES

Medication administration, safety and security, nursing policies and procedures specific to all clinical sites. Bilingual expertise is utilized with patients at all clinical sites and with ESL students who may request tutoring.

TECHNICAL COMPETENCIES

Development of lesson plans, presentation of classroom material, knowledge of policies and procedures for all clinical sites, knowledge of BVNPT requirements for skills and academic information, ability to supervise and evaluate students' clinical practice, knowledge of teaching techniques for adult learners, ability to use audio-visual equipment, maintains records and documents for Cuesta College, DSH-Atascadero and the Board of Vocational Nurses and Psychiatric Technicians.

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 Registered Nurse in California.
- Must possess instructor qualifications as required by the Board of Vocational Nurses and Psychiatric Technicians (BVNPT).

TRAINING CATEGORY - 1

	The employee is required to keep current with the completion of all required training. PHYSICAL DEMANDS – See attached WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. 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.
	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 Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. Supervisor's Signature Date Reviewing Supervisor's Signature Date

Physical Requirements of Position
NURSE INSTRUCTOR (8154) SOPT

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmate, patients, or clients				X		
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.			X			
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing				X		
Walking			X			
Running	X					
Crawling	X					
Kneeling	X	X				
Climbing	X					
Squatting		X				
Bending (neck)			X			
Bending (waist)			X			
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping		X				
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving			X			
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					