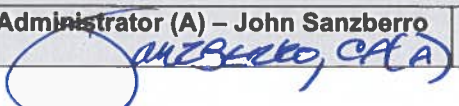


**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

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

Approved by C.E.A A Clinical Administrator (A) – John Sanzberro
Signature: 

Date Approved: 6/18/25

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Senior Psychiatric Technician (Safety) (SPT) provides direction to nursing personnel and is responsible for directing a shift or an organized nursing unit; The SPT is responsible for providing direct nursing and psychiatric care, treatment, and rehabilitation to patients. Provides direction to other personnel who assist them in providing such care; assisting physicians as directed; participate in the patients overall psychiatric treatment program and relieves unit supervisors as required.

40% SUPERVISION:

Supervise the delivery of treatments and medications and ensures all policies are being followed by Level of Care (LOC) staff. Collaborates with the Registered Nurse (Safety) to assure the delivery of quality nursing care.

Promote and implement principles of the Wellness and Recovery Model.

Provide site-specific orientation training to staff. Adhere to and enforce departmental policies and procedures in relation to hospital operations, Equal Employment Opportunity, violence prevention in the workplace, workplace sexual harassment, and professional conduct.

Assists in the orientation, training and supervision of assigned level of care (LOC) staff. Develops balanced staff assignments for LOC staff assigned (Registered Nurse (Safety), Licensed Vocational Nurse (Safety), Psychiatric Technicians (Safety) etc.) for unit operations and patient care. Works with the central staffing office to ensure staffing minimums are compliant.

30% DELIVERY OF TREATMENT SERVICES:

Helps to create a clean, safe and therapeutic environment for patients and staff; applies and fosters mental health principles and relationship security with patients.

Develops and encourages participation in, and supervises patients' activities, such as on-the-unit group and individual program activities. Assist (or coordinates coverage to assist) clinical staff in providing treatment programs/activities for patients; motivate and assist patients with activities of daily living; follows safe work practices; protects patients

and others from personal injury; maintains adequate supplies of required items and medications for patient care and unit operations; maintain records, generates reports (incident reports, abuse allegation documentation etc.) as required and participates in required trainings.

Performs nursing procedures such as administering medications (oral and injection), observing patients; physical condition, behavior and reporting significant changes to a registered nurse, unit supervisor or physician, preparing and caring for patients; completing required documentation in the patients' record; effectively administers first aid, cardiopulmonary resuscitation and follows infection control procedures as needed.

Monitor and maintain shift compliance with title 22 licensure requirements. Assist with the development and implantation of plans of corrections. Completes audits/reviews of security inspections, daybooks, shakedown logs, special incident reports medication administration records, and staff documentation.

Promote and implement the principles of Wellness and Recovery, Psychiatric Rehabilitation, and Performance Improvement.

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

Works with physicians for the care of patients, patients needing emergency medications, seclusion, restraint, or enhanced observations.

20% SAFETY AND SECURITY:

Assigns staff and assists with security tasks including supervision of patient activities, escorting patients within the facility, distributing and inspecting patients' property/mail for hazardous contraband, performs shakedowns; i.e., searching for drugs, contraband, weapons and inspecting facilities to identify security breaches that could lead to the escape of a patient; observing and intervening in patient behavior that may injure others, damage property or signal impending escape attempts, applies and demonstrates knowledge of correct methods in the prevention and management of assaultive behavior including Therapeutic Strategies and Interventions, early intervention, patient stabilization, heavy lifting, applying restraints, and responding to emergency situations throughout the hospital.

10% GENERAL:

Performs other duties as assigned including but not limited to assume Unit Supervisor responsibilities as assigned, assist in courtyard supervision, meal supervision, task that require repetitive motion, carrying items that weigh up to 30 pounds, trash removal, and general housekeeping duties.

2. SUPERVISION RECEIVED:

Unit Supervisor (Safety)

3. SUPERVISION EXERCISED:

As shift leads, incumbents oversee, train and evaluate a group of level of care staff (Registered Nurse, Psychiatric Technician Series, Licensed Vocational Nurse) on a secured treatment unit or area. Incumbents may also be assigned to especially difficult or complex duties where the only supervision exercised is over forensic patients or activities in a patient therapy program.

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Knowledge of safety procedures, property/persons protection; fundamentals of nursing care; general behavioral and psychiatric procedures involved in the care and treatment of forensic patients; current first aid methods. Medical terminology; pharmacology; cardiopulmonary resuscitation; TSI techniques and hospital procedures (Administrative Directives and applicable Nursing Policy & Procedures), medical terminology and pharmacology.

ABILITY TO: 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 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 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:

- Demonstrate knowledge of treatment programming and discharge requirements for committed patients, including laws pertaining to their commitment.
- Participates as a member of the interdisciplinary team providing nursing input into the treatment planning of individual patients.

TECHNICIAN PROFICIENCY (SITE SPECIFIC):

MEDICATION ADMINISTRATION

Ability to safely and accurately administer prescribed medications and other medical treatments and provide medication room orientation/training to other licensed staff; this includes following all hospital, nursing procedures and completing necessary documentation.

HEALTH TEACHING

Demonstrates the ability to plan, deliver, and document individualized health teaching to patients.

THERAPEUTIC RELATIONSHIPS/RELATIONSHIP SECURITY

Demonstrate the ability to maintain professional-therapeutic relationships with patients, the ability to maintain professional boundaries and the ability to teach and assist them with problem solving techniques. Demonstrate the ability to teach/model principles of the norm of non-violence, demonstrate and model appropriate interpersonal interactions with staff and patients and follows hospital policies relative to Patient Interaction and Sexual Harassment.

OBSERVATION AND DOCUMENTATION

Ability to observe patients and provide accurate and complete required documentation; special incident reports, nursing assessments and weekly/monthly notes addressing a patient's physical problems affecting his psychiatric condition, current temporary condition(s), response to treatment, changes in psychiatric symptom presentation, and progress toward meeting treatment plan goals. Reports significant observations of changes in patients to the Shift Lead, Registered Nurse or Unit Supervisor.

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. Maintain professional appearance.
2. Maintain cooperative, professional, and effective interactions with employees, patients and the public.
3. The work entails routinely encountering patients and interacting with staff throughout the facility, thus sensitivity and tolerant, even-temperament is required.
4. 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.
5. Be acquainted with and adhere to all applicable local and statewide departmental policies and procedures.
6. Demonstrate dependability, reliability and strong work ethic by consistently adhering to scheduled shift(s) and reporting to work on time.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date