

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

CLASSIFICATION: PRE-LICENSED PSYCHIATRIC TECHNICIAN (SAFETY)	
Approved by Clinical Administrator (A) – John Sanzberro Signature:  CA(A)	Date Approved: 5/28/25

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Pre-Licensed Psychiatric Technicians (PLPT), in addition to their nursing/security responsibilities, promote and implement principles of a Wellness and Recovery model, psychiatric rehabilitation, 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 committed patients.

PLPTs work to maintain order, supervise the conduct of patients, protect and maintain the safety of persons, property and provide a basic level of general behavioral psychiatric nursing care to all patients who are committed to Department of State Hospitals.

50% DELIVERY OF SERVICES

Applies mental health principles, applicable nursing interventions, relationship security protocols and helps to create a therapeutic and safe environment for patients.

Develop, encourage participation in, and supervise patient activities, such as on/off unit group and individual program activities for patients, assist in occupational, recreational, vocational, and/or educational therapy programs for patients; participate in delivery of group treatment activities; motivate and assist patients with activities of daily living; follow safe work practices; protect patients, and others from personal injury; order supplies as needed; maintain documentation and records per policy; and participate in in-service training programs.

Performs nursing procedures such as vital signs, assigned enhanced observations, observation of patients' physical and behavioral conditions, and reports significant changes to a Shift Lead, Unit Supervisor, Registered Nurse, or Physician. Records nursing notes (co-noted by licensed staff) in the patient's record; preparing and caring for patients; administers first aid and cardiopulmonary resuscitation; follows infection control procedures. Works with other disciplines as part of the treatment team to provide an overall treatment program for the patient.

40% MAINTAINING A SAFE ENVIRONMENT:

Performs security tasks including supervision of patient activities, escorting patients within the facility, distributing and inspecting patients property/mail for hazardous contraband, performs shakedown; 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 (TSI), early intervention, patient stabilization, heavy lifting, applying restraints, and responding to emergency situations throughout the hospital.

10% GENERAL:

Other duties as assigned including but not limited to: assist in courtyard supervision, tasks that require repetitive motion, carrying items that weigh up to 30 pounds, trash removal, general housekeeping duties.

May assist in the training of Psychiatric Technician Trainees (Safety), Psychiatric Technician Assistant (Safety), and other ancillary staff.

2. SUPERVISION RECEIVED:

Unit Supervisor (Safety)

3. SUPERVISION EXERCISED:

None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Under direct supervision of a Shift Lead; 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).

ABILITY TO: Under direct supervision of Shift Lead; 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: 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, compliant with Health Insurance and Portability and Accountability Act 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.

TEAM MEMBERSHIP:

Demonstrates the ability to provide constructive team input based on direct observation of patient behavior and to interact professionally with patients.

TECHNICIAN PROFICIENCY (SITE SPECIFIC):

HEALTH TEACHING

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

THERAPEUTIC RELATIONSHIPS/ RELATIONSHIP SECURITY

Demonstrates 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. Demonstrates the ability to teach/model principles of the norm of non-violence, demonstrates and models 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 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.

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EMPLOYEE IS REQUIRED TO:

1. Report to work as scheduled.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering patients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. 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.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date