

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: DF	Date: 6/24/26
Employee Name	Division Medical Director		
Position No / Agency-Unit-Class-Serial 455-213-4870-XXX	Unit Medical Staff Office		
Class Title Student Assistant (Medical Staff Intern)	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID E	Work Week Group 2	Class Ranges A-D
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under close supervision of the Medical Director and/or Senior Psychologist, Supervisor, and daily direction of the Senior Psychologist, Specialist, Staff Psychologist, or Clinical Psychologist Intern; the Student Assistant (Medical Staff Intern) will assist, in a trainee capacity, with the performance of professional duties in the areas of clinical psychology and psychiatry.			
40%	Assessment, Planning, and Evaluation - Learn to gather information on the patients assigned through attendance in shift changes, treatment teams, group observation, patient interview, chart review, and consultations. - Observe a licensed psychologist provide psychoeducation, conduct individual and group therapy, and perform psychological assessments.		
35%	Direct Services - Under the supervision of a licensed psychologist or social worker, co-provide group treatment. - After appropriate training with a licensed psychologist or psychiatrist, provide one on one education to patients on a number of topics including, but not limited to, Penal Code (PC) 1370, PC 2962 and PC 1026. - Assist in the maintenance of a safe and secure environment.		
15%	Professional Development - Participate in professional development activities provided by the hospital, special workshops, and conferences. - Attend monthly Psychology and Psychiatry Departmental meetings as scheduling allows. - Assist in the gathering and organizing of data pertinent to the Medical Director's Office. - Attend didactics and seminars as directed by supervisor and/or lead.		

10%	Safety and Security/Infection Control • Review and understand policies and procedures as pertinent to assigned work areas and duties. • Adhere to infection control and health/hygiene standards such as hand washing, glove usage, personal hygiene, standard universal precautions, report infectious or communicable diseases, dress code; no smoking/tobacco/etc. on grounds; visually inspect the work area for safety alerts; report concerns/write work orders; follow body ergonomics/safety precautions; read/follow equipment operating/procedural instructions; use chemicals/protective equipment per Safety Data Sheets (SDS) Manual; adhere to relationship security requirements; maintain professional boundaries with patients; apply training in Therapeutic Strategies & Interventions (TSI); report patient adverse behavior/document as needed for the clinical record; control contraband; immediately report missing contraband; maintain secure work areas; implement role during “red light” emergencies; report to work as scheduled or directed during hospital or community emergencies/implement role/participate in alternate feeding plans; participate in mandatory drills and shakedowns; perform duties as assigned throughout hospital inside secured area, maintain a non-hostile non-disruptive work environment: read and adhere to requirements in nondiscrimination, sexual harassment prevention, codes of conduct, patient rights, abuse prevention, treatment of others with professionalism, respect, and courtesy.
Other Information	Supervision Received: Medical Director Lead-Sr. Psychologist, Supervisor Supervision Exercised: N/A KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Basic principles of clinical psychology, research methods, biology. ABILITY TO: Reason clearly and logically; analyze situations accurately and adopt an effective course of action; apply instructions to working situations; gather and organize data; establish and maintain effective and appropriate working relationships; communicate effectively. 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 • Applies and demonstrates knowledge of correct methods in providing individual and group education to patients. • Assists in gathering and analyzing data pertinent to the departments of psychology and psychiatry. • Relationship Security: Demonstrates professional interactions with patients and maintains therapeutic boundaries. TECHNICAL COMPETENCIES • Demonstrates proficiency with Word and Excel LICENSE OR CERTIFICATION N/A
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	TRAINING CATEGORY - 4 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
STUDENT ASSISTANT (4870) Medical Staff Intern

ActivityX	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					
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					