DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	
UNIT NAME AND CITY LOCATED Nursing Services	CLASSIFICATION TITLE Psychiatric Technician (Safety
	WORKING TITLE

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☐				

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
INCUMBENT (If known)	EFFECTIVE DATE

California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

PRIMARY DOMAIN:

Under the supervision of the Supervising Registered Nurse II/III, Correctional Facility, Unit Supervisor (Safety), or Senior Psychiatric Technician (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 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), provides support to the care team for daily health care operations, and communicates effectively with patients and other members of the health care team. The PT (Safety) is responsible for addressing the ongoing needs of patients, working with the members of the larger health care team, and promoting the efficient, appropriate, and cost-effective use of health care resources.

% 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. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
40%	Facilitates appropriate access to care and provides a basic level of general nursing and behavioral and psychiatric nursing care to patients at a correctional facility consistent with the PT scope of practice and as authorized by providers, RNs and other health care providers to include medication administration; group therapy facilitation; clinical rounds and crisis intervention; prevention, health-risk behavior and mental health screening; patient education/engagement; interventions for unhealthy lifestyles/habits, and assistance with activities of daily living. Assists in caring for patients in need of end-of-life care, urgent/emergent, episodic, and planned care. Performs disease prevention and infection prevention and control for all patients in all settings. Performs point of care testing such as basic visual or auditory acuity tests, finger stick glucose tests and tuberculosis skin tests. Obtains specimens for diagnostic testing in compliance with Department policies and procedures. Obtains and documents clinical data such as vital signs, height, weight, and

	observations of patient behavior and overall health and mental health status and reports results to the RN or appropriate health care providers. Educates and coaches patient in self-care, wellness, and symptom and disease management. Assists the RN and the care team in the development and implementation of an individualized Treatment Plan and/or Patient Service Plan (PSP). Documents nursing care and observations of patient status in the patient health records, updates the PSP and implements physician/provider orders. Serves as a patient advocate.
40%	Participates in the care team meetings and population management sessions and effectively communicates with all disciplines involved in the care of the patient. Collaborates with the Interdisciplinary Treatment Team (IDTT) to prevent or delay onset of chronic disease and mental health decompensation and to coordinate care to achieve optimal clinical and quality of life outcomes. Escalates clinical abnormalities or behavioral concerns to the appropriate RN or provider. Utilizes decision support tools such as master registry, patient summaries, scheduling and diagnostics reports, and other tools to monitor effectiveness of treatment planning and adjusts course in care in collaboration with the Primary Care Team and Enhanced Outpatient Program care teams. Communicates to the appropriate members of the mental health care team and collaborates with others to promote compliance, continuity, and quality of program and patient care. Maintains appropriate accountability of inventory, equipment and supplies. Restocks and orders necessary supplies and equipment and elevates barriers to supervisor.
10%	Attends all trainings, meetings, and committees as directed by the Chief Nurse Executive (CNE) or designee. Participates in quality improvement activities such as chart reviews, audits, and participation on the Quality Improvement Team. Assists in the development, revision, and implementation of all policies and procedures as directed by the CNE or designee.
5%	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.
5%	Performs other related duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Fundamentals of nursing care, including medication administration; general nursing procedures and techniques involved in patient care; general behavioral and mental health principles and techniques involved in the care and treatment of individual or groups of developmentally or mentally disordered patients; fundamentals of infection prevention and control; medical terminology; and principles of effective verbal, written, and group communications. *Ability to*: Perform nursing skills and procedures as regulated by licensure and certification; observe and document symptoms and behavior; maintain records and prepare reports; establish effective therapeutic relationships and gain the interest, respect, and cooperation of patients; work effectively with patients and IDTT; function effectively in an emergency situation; and practice standard precautions. **LICENSURE REQUIREMENT** Active California Psychiatric Technician License in good standing. **EDUCATIONAL REQUIREMENT** Complete continuing education as required for maintenance of a valid license to practice as a PT issued by the California Board of Vocational Nurse and Psychiatric Technicians 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.

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.

Assignments may include sole responsibility for the supervision of the incarcerated and/or the protection of personal and real property.

SPECIAL PERSONAL CHARACTERISTICS

- 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.
- Demonstrated leadership ability.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
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