DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

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RPA #	C&P Analyst Approval	Date

Employee Name	**Division**			
Position No / Agency-Unit-Class-Serial 502-022-8253-xxx	**Unit** **Enhancement Services**			
Class Title Psychiatric Technician (Forensic) Multimedia Training Program	**Location** DSH-Patton			
Subject to Conflict of Interest ☐Yes ☒No	**CBID** R18	**Work Week Group:** **2**	**Pay Differential**	**Other**

Under the supervision of the Program Assistant, Education, and consistent with the interdisciplinary treatment plan, provides behavioral and psychiatric nursing care and facilitates structured multimedia-assisted therapeutic sessions for patients. Uses educational and audiovisual tools as treatment modalities to reinforce coping skills, communication, daily living skills, and other identified patient goals. Observes and documents patient responses, reports significant changes, and implements authorized safety interventions within the Psychiatric Technician scope of practice

% of time performing duties	
51%	<u>Provisions of Care</u> • Provides a basic level of general and psychiatric nursing care to mentally ill and emotionally disturbed patients commensurate with the age and culture of the patients served. • Supervises and provides patient groups and activities as outlined in the nursing care plan and the treatment plan. • Provides, structures, and maintains a therapeutic milieu in collaboration with the patients and other staff. • Uses therapeutic interventions and modalities to assist patients to regain or improve their adaptive skills and decrease maladaptive behavior. • Applies mental health principles in establishing effective therapeutic relationships with patients. • Motivates and assists patients to develop self-reliance in activities of daily living. • Assures that patient's rights are protected and promptly reports any violation of patient's rights. • Assures that patients are protected from abuse, either overtly or covertly, and is alert for employee/patient involvement and promptly reports any adverse or suspected behavior. <u>Emergency Response and Provision of Emergency Care</u> • Demonstrates and exercises skill in identification of and response to emergency situations. • Is aware of unit and hospital emergency-care equipment and techniques. • Takes appropriate action in emergency situations.

- Maintains current CPR and TSI certifications.
- Responds to all emergency alarms in the assigned response area.
- Understands the role in the hospitals and the area's disaster plan.

Medication Administration and Treatment

- Within the scope of licensure and certification, performs nursing procedures such as administering medications, performing treatments, and transcription of orders.
- Performs such duties as blood glucose monitoring, enemas, vital signs, etc.

Observation and Documentation

- Observes and documents signs, symptoms, behavior and patient response to medications and nursing care per DSH-Patton's policies and procedures.
- Enters as part of the patients' permanent record, progress notes summarizing health status and progress or lack of progress in attainment of the nursing care plan/psychiatric treatment plan interventions/modalities.
- Observes patients' condition and behavior, noting changes in the interdisciplinary notes.
- Reports significant changes in behavior or health status to the Registered Nurse, Shift Lead, or other appropriate staff.

Infection/Disease Control

- Follows established nursing procedures and infection control policies to promote infection control.
- Maintains infection control.
- Participates in area environmental inspections and maintains a clean and safe environment.
- Identifies infection/disease control educational needs of the patient and teaches basic infection control concepts.

Nursing Assessment Activities

- Provides appropriate medical and psychiatric observations as clinically indicated.
- Observes patients and provide input to the registered nurse for the nursing assessment.
- Observes patients and provide input to the registered nurse to update patient acuity and behavioral subsystem as clinically indicated.
- Collaborates with members of the nursing team in the development and implementation of the nursing care plan interventions.
- Follows the nursing care plan interventions to assist the patient regain or improve adaptive skills and decrease maladaptive behaviors.
- Provides the Registered Nurse with information pertinent to the patients' response to nursing care plan interventions.

Safety and Security

	• Adheres to all policies and procedures concerning health and safety of the environment and protection of patients and staff from physical and environmental hazards. • Performs custody tasks, which include escorting patients in the facility and in the community. • Conducts searches for drugs, contraband, and weapons. • Inspects facility to identify security breaches that could lead to an escape. • Observes and competently intervenes in patient behaviors that may injure people, damage property, or signal impending escape attempts. • Participates in safety and security inspections.
49%	<u>Site Specific Tasks</u> • Supervises patients and facilitates the coordination and development of the Multimedia Training Program, which produces multimedia materials. • Develops and completes special projects that integrate Multimedia Production service with other Enhancement Services treatment programs and hospital activities. • Provides activities for patients throughout the hospital via the multimedia sources. • Introduces and utilizes contemporary software and equipment that are safe and appropriate to the patient treatment environment. • Implements skill building curriculum that focuses on therapeutic vocational multimedia production education for patients. • Teaches classes to patient students at beginning, intermediate and advanced levels. • Formalizes patient safety training plans and any related security proceedings associated with multimedia equipment maintenance and web access. • Assesses and determines the suitability of a patient's enrollment in a Multimedia Training Program group. • Communicates in a timely manner with Treatment Team members regarding any concerns about patients' behavior and ability to function in the Multimedia Training Program. • Participates in departmental and other hospital meetings as assigned. • Prepare, operate and maintain multimedia materials and equipment needed for scheduled patient-care sessions; inspect for patient safety, accessibility and privacy. • Coordinate patient session logistics with clinical and custody staff; maintain clinically necessary session records and supply inventories. • Review existing therapeutic materials with the treatment team to ensure they remain appropriate for identified patient-care goals; refer major curriculum or program design decisions to the responsible professional staff. • Completes other duties as assigned.

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Other Information	**SUPERVISION RECEIVED:** Under the supervision of the Program Assistant, Education. **SUPERVISION EXERCISED:** Provides supervision to patients enrolled in the Multimedia Training Program. **KNOWLEDGE AND ABILITIES:** KNOWLEDGE OF: Fundamentals of nursing care; general behavioral and psychiatric procedures; client/patient behavior and mental health principles and techniques involved in the care and treatment of individuals or groups of mentally disordered clients/patients; custody procedures; public and property protection policies; current first aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; management of assaultive behavior techniques; hospital procedures. 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 mentally disordered clients/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 clients/patients; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action. **REQUIRED COMPETENCIES:** 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 and vigilance in the identification of safe or security hazards. CPR: Maintains current certification. AGE SPECIFIC: Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories: ☒Young Adult(18-29) ☒Early Adult(30-50) ☒Late Adult(51-79) ☒Geriatric(80+) THERAPEUTIC STRATEGIC INTERVENTION: Applies and demonstrates knowledge of correct methods in TSI. RESTRAINT/SECLUSION: Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion. CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

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SITE SPECIFIC COMPETENCIES: Ability to maintain daily documentation, provide reports to worksite supervisor, Program Management, and others as needed; to work independently; and to demonstrate the knowledge of hospital policies and procedures.

TECHNICAL PROFICIENCY (SITE SPECIFIC): Knowledge of commonly used office material/equipment; application of office computer applications (ex: Excel, Word, Outlook, etc.)

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 a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician examiners.

TRAINING – Training Category – Specific to PT:
The employee is required to keep current with the completion of all required training.

WORKING CONDITIONS
Employee is required to**:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interaction with employees, patients, and the public;
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

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	Print Name	Date

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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Print Name	Date
Reviewing Supervisor Signature	Print Name	Date