DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA

CLASSIFICATION: **PSYCHIATRIC TECHNICIAN INSTRUCTOR**	
Approved by Supervising Registered Nurse – Jesusita Martinez **Signature:** JesusitaMartinezSRN	**Date Approved:** 7/24/2026

1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES: Under general direction of the Supervising Registered Nurse (SRN), the Psychiatric Technician Instructor will teach and supervise Psychiatric Technician Trainees, Psychiatric Technician Apprentices, and Psychiatric Technician Students in a training course designed to prepare them as Psychiatric Technicians; to provide nonmedical surgical nursing training to other hospital personnel; and to do other related work.

35% Teaching:

- Teach core classes according to hospital policy for New Employee Orientation (NEO), Annual Review Training (ART), and other core classes as assigned by the Supervising Registered Nurse/Supervisor (Training Officer) (e.g. Therapeutic Strategies Intervention (TSI), Unit Security, Cardiopulmonary Resuscitation (CPR), First Aid, and Professional Interactions).
- Teach approved Continuing Education courses that support and enhance the knowledge of Psychiatric Technician Assistants and other level of care staff.
- Provide classroom and equipment set up and break down. Provide audio – visual and registration support services as directed. Assist in scheduling, setting up and cleaning up classrooms.
- Enforce classroom rules; and that the conduct by the attendees is professional. When conduct is unprofessional communicate this to the Supervisor I and SRN for immediate correction and guidance.
- Ensure proper training documentation, sign in sheets and evaluations, are prepared prior to conducting courses, completed appropriately and given to the Training Support Staff for filing after course instruction.
- Provide initial and refresher training to staff using adult learning methods and Training for Trainers (T4T) techniques.

25% Curriculum Development:

- Evaluate and review core classes for accuracy, alignment with state regulations, current standard of practice and Department of State Hospitals (DSH) Policy and Procedures.
- Integrate approved changes of information using policy and procedures into classroom instruction and update course curriculum as indicated.
- Develop skills checklist and competency validation tools.

- Create remediation plans and supplemental learning activities for students needing additional support.
- Incorporate technology and interactive teaching strategies into instruction.
- Use effective approaches to teach such as videos, Power Point slides, handouts, visual aids, charts, group interactive exercises and role-playing.

20% Performance Improvement:

- Function as liaison to assigned programs and other departments. Support facility plan objectives.
- Assist with preparations and documentation relative to licensing standards. Participates as a member of Committees as assigned.
- Collaborate with subject matter experts and other instructors to improve course content.
- Works collaboratively with the EHR team on training initiatives/activities by assisting with training preparation, and user support as needed throughout implementation and stabilization periods.

20% Resource Management/Service Delivery:

- Be aware of and practice safety precautions. Report, document and notify supervisor of employee injury during training practices. Notify supervisor and area-specific safety coordinator of safety issues and concerns.
- Complete assignments and special projects within designated time frames.
- Complete essential task related to record keeping for Basic Life Support courses taught through our training center and for distribution of CPR Cards.

2. SUPERVISION RECEIVED:

Supervising Registered Nurse

3. SUPERVISION EXERCISED:

None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Fundamental, developmental and psychiatric nursing principles and techniques; principles, methods, and techniques in planning, organizing, and conducting educational courses in general behavioral and psychiatric nursing and related subjects; medical and psychiatric terminology.

ABILTITY TO: Apply the principles, methods and techniques involved in conducting training courses in general behavioral and psychiatric nursing and related subjects; supervise on-the-job training of students; evaluate the progress of students; communicate effectively; keep records and prepare reports.

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: Actively 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.

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.

DIVERSITY, EQUITY, AND INCLUSION: Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

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: Teaching and updating course curriculum consistent with Hospital and Licensing Standards.

TECHNICIAL PROFICIENCY (SITE SPECIFIC): Technical proficiency in use/demonstration of equipment specific to topics instructed.

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. Report to work on time and following procedures for reporting absences.
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 clients 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