DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	Position Control Approval: cm	Date: 6/19/2025

Employee Name	**Division** Clinical Administration		
Position No / Agency-Unit-Class-Serial 455-XXX-8252-XXX	**Unit** Various Programs		
Class Title Senior Psychiatric Technician (Safety)	**Location** Atascadero State Hospital		
Subject to Conflict of Interest ☐Yes ☒No	**CBID** R18	**Work Week Group** 2	**Class Ranges** S-U

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Senior Psychiatric Technicians (SPT) lead, train, and evaluate a group of Psychiatric Technicians (Safety) engaged in custody activities and basic behavioral and nursing care, and other assigned staff. SPTs may also be assigned to especially difficult or complex duties where the only supervision exercised is over forensic patients such as directing or monitoring forensic patients in a therapy program.

Senior Psychiatric Technicians are responsible for maintaining the safety of persons and property, supervising the conduct of clients/patients; provide direction to other personnel who provide general psychiatric nursing care to patients; and to participate in the overall psychiatric treatment program. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

50%	**Responsible for organizing, prioritizing, delegating, and monitoring the assignments of the Level of Care (LOC) staff that are assigned to the Unit for the 8-hour shift. Collaborate with unit Registered Nurse (RN) to ensure the delivery of appropriate medical care and assessments as outlined in the RN Physical Assessment Tracking Tool (PATT). Work directly with their Unit Supervisor providing clear communication of all pertinent information related to the shift they lead. Provide feedback on the LOC staff they oversee to assist the Unit Supervisor in making accurate Performance Appraisal Evaluations. Maintain accurate unit documentation including daybook entries, acuities, daily staffing report, and sign in logs. Monitor and maintain staff and patient safety ensuring all security inspections and audits are completed per hospital policy.**
15%	**Responsible for creating a clean, safe and therapeutic environment for patients; apply mental health principles and relationship security with patients;** develop, encourage participation in, and **supervise the delivery of patient treatment and activities,** such as on-the-unit group and individual program activities for patients; assist clinical and medical staff in occupational, recreational, vocational, and educational therapy programs for patients; motivate and assist patients with activities of daily living; follow safe work practices; protect patients and others from personal

	injury; order supplies as needed; keep records; and participate in in-service training programs.
10%	**Performs and ensures nursing procedures such as administering medications including oral medications and hypodermic injection, observing patients physical condition and behavior and reporting significant changes to a registered nurse, unit supervisor or physician and ensure the recording of nursing notes in the patient record;** preparing and caring for patients during treatment;**;** giving first aid and **maintain current CPR certification; ensures staff facilities to identify security breaches that could lead to the escape of a patient; observing and intervening in patient behavior that may injure people, damage property or signal impending escape attempts. Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI), that includes patient containment, heavy lifting, applying restraints, and responding to emergency situations throughout the hospital. Demonstrates a knowledge of Trauma Informed Care principles.**
10%	Assist in the training and mentoring of Psychiatric Technicians, Pre-Licensed Psychiatric Technicians, Psychiatric Technician Training Candidates, Psychiatric Technician Trainees, Psychiatric Technician Assistant, Registered Nurses, Pre-Licensed Registered Nurses, Licensed Vocational Nurses and other ancillary staff.
5%	Other duties as assigned including but not limited to: assume Unit Supervisor responsibility, assist in courtyard supervision, tasks that require repetitive motion and general housekeeping.
Other Information	**Supervision Received:** Unit Supervisor **Supervision Exercised:** N/A **KNOWLEDGE AND ABILITIES:** KNOWLEDGE OF: Custody procedures, and public and property protection policies; fundamentals of nursing care; general behavioral and psychiatric procedures, forensic client, patient, or inmate behavior and mental health principles and techniques involved in the care and treatment of individuals or groups of developmentally or mentally disordered forensic patients; current first aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; management of assaultive behavior utilizing TIC principles and TSI techniques; hospital procedures. policies and procedures as they relate to equal employment opportunities. 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 developmentally or mentally disordered forensic 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 forensic clients, patients, or inmates; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action. Oversee the work and development of a group of nursing staff. **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 the following:

- Hospital policies on Sexual Harassment
- Progressive Disciplinary Process
- Patient's Right's Training
- Relationship Security demonstrates professional interactions with the patients and maintains therapeutic boundaries.
- Special Incident Report (SIR) and Incident Management Training
- Medication Administration Certification
- Pain Management
- Specialty Units, Spanish/Bilingual

TECHNICAL COMPETENCIES
Medical Equipment:

- Accu-Chek Monitor
- Gurney & Backboard
- IVAC
- Blood Glucose Monitor
- 02 Delivery Suction
- AED

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 maintain an active Psychiatric Technician License issued by the California Board of Vocational Nurse and Psychiatric Technician and Examiners.

TRAINING CATEGORY - 1
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

SR. PSYCH TECH (8252)

Activity	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					