

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS
NAPA STATE HOSPITAL**

JOB CLASSIFICATION: PSYCHIATRIC TECHNICIAN (SAFETY)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Psychiatric Technicians work under general supervision and, in addition to their custody responsibilities, provide a basic level of general behavioral and psychiatric nursing care and are expected through their attitude, knowledge, and performance to facilitate the rehabilitation of patients.

10 %

PROVISION OF CARE

- **Provides general and psychiatric nursing care to mentally disabled and/or developmentally disabled patients utilizing established nursing and mental health principles to apply therapeutic interventions and modalities. Demonstrates basic understanding of nursing requirements of the adult and geriatric patient, including but not limited to:**
 - **Acute and chronic medical and psychiatric conditions;**
 - **Need for crisis intervention, including resistive/assaultive behavior, self-injurious behavior, and suicidal behavior;**
 - **Seclusion and/or restraint techniques;**
 - **Fluid and electrolyte imbalance;**
 - **Seizure care;**
 - **Diabetic care;**
 - **Hygiene and grooming skills;**
 - **Patient and family education;**
 - **Safety and security issues; and,**
 - **Escort responsibilities.**
- **Supervises patient activities and assists other disciplines in the provision of care as outlined in the care plans.**
- **Collaborates with members of the interdisciplinary team in the development and implementation of interventions and discharge criteria as reflected in the care plan.**
- **Provides, structures, and maintains a therapeutic milieu in collaboration with other disciplines and the patient.**
- **Motivates and assists patients to develop self-reliance in activities of daily living.**
- **Within the scope of licensure and certification, performs nursing procedures such as administering medications and treatments, including oral medications, hypodermic injections, nasogastric tube insertions, blood glucose monitoring (finger**

Revised 12/12/2012

* **Bolded duties, functions, skills, knowledge, and abilities have been identified as Essential Functions.**

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sticks), catheterization, enemas and taking and charting vital signs, including safe and effective utilization of medical equipment following Napa State Hospital's policies and procedures.

- **Intervenes with the patient in order to avert injuries or property damage.**
- **Takes appropriate action in emergency situations based on unit and hospital procedures.**

10 %

OBSERVING/RECORDING/REPORTING ACTIVITIES

- **Observes and records signs, symptoms, behavior, and response to treatment, including medications and medication side effects.**
- **Reports to the Registered Nurse, the Shift Lead, physician, and other appropriate staff significant changes in behavior or health status, such as:**
 - **Failure to stay within identified boundaries;**
 - **Evidence of contraband and/or suspicious behavior;**
 - **Failure to cooperate with staff directions;**
 - **Inappropriate behaviors while on grounds;**
 - **Patients who are not in scheduled groups;**
 - **Suicidal ideation;**
 - **Hallucinations, delusions, and psychosis;**
 - **Blood pressure, pulse, temperature, respiration, breath and bowel sounds;**
 - **Level of consciousness;**
 - **Skin tone/color;**
 - **Physical abilities, gait and/or "guarding" or protective behaviors;**
 - **Hydration;**
 - **Weight;**
 - **Eating patterns;**
 - **Bowel or urinary elimination patterns;**
 - **Sleep pattern; and,**
 - **Speech and hearing patterns.**

30 %

OTHER RELATED DUTIES, including but not limited to:

- **Participation in Quality Improvement activities**

50 %

SITE SPECIFIC DUTIES

- **Clinical review of nursing process documentation**
- **Interdisciplinary audits, e.g. TxP and Milieu monitoring**
- **Validate and aggregate data**
- **Assist with monitor, audit tool and report development**
- **Consult with unit staff, and others when directed, providing in-service and training with regard to nursing issues and documentation**

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NA % **TECHNICAL PROFICIENCY**

2. **SUPERVISION RECEIVED**

The Psychiatric Technician works under the supervision of a designated shift supervisor, the clinical supervision of the Registered Nurse, and the general supervision of a Unit Supervisor or Supervising Registered Nurse.

3. **SUPERVISION EXERCISED**

Licensed Psychiatric Technician may be delegated and/or assigned to functionally supervise unlicensed personnel, such as Psychiatric Technician Training Candidates, Psychiatric Technician Trainees, Pre-licensed Psychiatric Technicians, Psychiatric Technician Assistants, Hospital Workers, and Student Assistants in the direct delivery of services to clients.

Licensed Psychiatric Technician may be designated as relief shift supervisor or acting Shift Lead.

4. **KNOWLEDGE AND ABILITIES**

KNOWLEDGE OF:

Custody procedures, and public and property protection policies; fundamentals of nursing care, general behavioral and psychiatric procedures, patient behavior and mental health principles and techniques involved in the care and treatment of individual or groups of mentally disordered patients; current first-aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; Therapeutic Strategies and Intervention techniques; and, 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 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 individuals; follow directions; keep appropriate records; develop clear and concise reports of incidents; and, analyze situations accurately and take effective action.

5. **REQUIRED COMPETENCIES**

Revised 12/12/2012

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SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

AGE SPECIFIC

Provides services commensurate with age of patients being served. Demonstrates knowledge of growth and development of the following age categories:

Pediatric Adolescent Adult (18-54) Geriatric (55 & up)

- **Geriatric:** Ability to identify, document and evaluate confusion in geriatric patients.
- **Adult:** Ability to identify, document and evaluate the effects of altered psychosocial role resulting from the dependent hospitalized status of the adult patient.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (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.

SITE SPECIFIC COMPETENCIES

NA

TECHNICAL PROFICIENCY (SITE SPECIFIC)

NA

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 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.

7. TRAINING - Training Category = A

The employee is required to keep current with the completion of all required training.

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8. 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 interactions with employees, patients and the public; and,
- comply with hospital policies and procedures.

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. 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.

Employee Signature

Print Name

Date

Steve Weule

Steve Weule

7/15/24

Supervisor Signature

Print Name

Date

Dean Gardner

Dean Gardner

7/15/24

Reviewing Supervisor
Signature

Print Name

Date

