

## PSYCHIATRIC TECHNICIAN

### FUNCTION OF THE JOB

Under supervision to assist in-patient psychiatric patients by providing basic care services and maintaining a safe and secure environment; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Supervises patient behaviors and activities at all times, monitors physical and emotional well being, and responds to all patient needs and concerns.
2. Records observations regarding the patients' behavior, mental status, and care; reports observations to the charge nurse; provides input for nursing care plans; and implements portions of the nursing care plan according to level of expertise.
3. Provides input for comprehensive treatment plans for patients.
4. Under the guidance of licensed staff, assists in restraining physically aggressive patients to protect them from harming themselves, other patients, or staff.
5. Assists nursing staff with new admissions by taking vital signs, orienting patient to the unit, and checking patient belongings for contraband items.
6. Provides daily nursing assistance by monitoring vitals, recording intake, output, and weight, and by assisting with activities of daily living.
7. Prepares patients for meals, picks up and portions meals, checks meals for correctness, assists with feeding as necessary, and cleans up following meals.
8. Directs or assists patients with personal hygiene care, including such things as bathing, shaving, and hair care.
9. Provides clean linen for bed changes and assists patient in keeping room clean.
10. Transports patients to medical appointments as needed
11. Plans and conducts daily patient educational groups and assists with other group activities as assigned by charge nurse.
12. Plans and implements recreational activities on the weekends and during evening hours.
13. Supervises visitation activities including checking in visitors, checking for contraband, and monitoring behavior during visits.
14. Responsible for keeping work area clean and in order by keeping floors dry, storerooms tidy, corridors clear, disposing of waste properly, and washing equipment regularly.
15. Participates in in-service training programs to remain current in the mental health field.
16. Transports and directs patients and visitors to safety in emergencies such as fire or severe weather conditions.
17. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Working knowledge of the diversified physical and psychological needs of patients in an in-patient mental health facility.
2. Working knowledge of safe work practices and procedures in an in-patient mental health facility.
3. Working knowledge of general types of mental illnesses, treatments, and medications.
4. Working knowledge of confidentiality statutes and requirements including HIPAA.
5. Working knowledge of computers and departmental program software, internet access, and database spreadsheet and word processing programs.
6. Some knowledge of the effect and interaction of substance abuse on patients with mental illness.

## QUALIFICATIONS

### Essential Knowledge and Abilities (continued)

7. Some knowledge of medical terminology to accurately reflect patient conditions in daily charting.
8. Ability to assess and respond by administering the appropriate care in response to the patient's physical and emotional needs in varied settings and situations.
9. Ability to analyze patient functioning and develop an understanding of patient problems and needs.
10. Ability to assume and carry out considerable responsibility within established guidelines and with limited supervision.
11. Ability to maintain accurate records of patient observations, interactions, and care administered.
12. Ability to restrain physically aggressive patients and to de-escalate psychologically or emotionally agitated patients.
13. Ability to maintain self-control and respond appropriately in a crisis situation.
14. Ability to act as a co-leader in planning, organizing, and implementing structured group activities and recreational activities.
15. Ability to communicate effectively both verbally and in writing with clients, families, staff, and medical, legal, and law enforcement personnel.
16. Ability to establish and maintain effective working relationships.
17. Ability to utilize electronic health record, word-processing, database and spreadsheet programs.

### Training and Experience

1. High school graduation or GED equivalent
2. Two years of recognized post high school education with at least two courses in psychology, sociology, or social work  
OR  
Six months of patient care experience in a mental health setting or a residential treatment center for mentally ill or developmentally disabled or related area.  
OR  
Completions of two semesters of clinical education as a nursing student in a recognized nursing education program.
3. Possession of a valid State of Wisconsin CNA (Certified Nursing Assistant) certification.