CLASS TITLE: VOCATIONAL NURSE/PSYCHIATRIC TECHNICIAN I

BASIC FUNCTION:
Under the direction of an assigned supervisor, performs a variety of duties related to the care of clients in a Behavioral Health facility such as administering medications under the guidance of a licensed physician; provides the primary point of coordination for services; provides assistance, information and referrals to clients in crisis situations; determines medical necessity for patients in inpatient or outpatient care under a designated managed care system. Provides a variety of medical support and therapeutic assistance as part of a multi-disciplinary treatment team in a Behavioral Health facility or clinic.

DISTINGUISHING CHARACTERISTICS:
Vocational Nurse/Psychiatric Technician I is the entry level classification in this series. Incumbents are assigned to a caseload, are able to administer psychiatric and nursing care to patients with psychiatric or substance use diagnoses, and works under close/immediate supervision of medical professionals. Vocational Nurse/Psychiatric Technician II is the journey level classification in this series. Incumbents are assigned a client caseload and are able to provide and administer a wide variety of psychiatric and nursing care and patient support to patients with psychiatric or substance use diagnoses and work with minimal supervision under the direction of medical professionals. Vocational Nurse/Psychiatric Technician III is the advanced-journey level classification in this series. Incumbents are assigned a large, varied caseload and work independently in an isolated clinic under the direction of medical professionals to administer psychiatric and nursing care to patients with psychiatric or substance use diagnoses.

ESSENTIAL FUNCTIONS:
Interviews clients to obtain and record health histories; conducts basic physical and mental health status assessments.

Confers with physician and carries out diagnostic procedures under physician orders; performs routine medical procedures.

Administers medications as prescribed by a physician; charts medications given as prescribed by pharmacy law.

Reviews patient records to keep informed of client’s health status; observes symptoms, behavior, and progress, and completes documentation for observations and progress on progress note as required.

Assists in group interventions with clients to alleviate and discuss client symptoms and provides psychoeducation on mental disorders, psychotropic medications and healthy lifestyle.

Assists treatment team in preparing and carrying out individual client treatment plans; participates in team meetings and conferences regarding client care; reports unusual observed behavior so proper treatment may be administered.

Screens client complaints for mental or physical health issues and provides information to professional staff that will aid in the administration and revision of the treatment plan as needed.

Confers with community agencies regarding concerning client needs such as medical appointments, emergency housing, employment/education and referral for necessary services.

Prepares reviews and processes records for billing purposes; verifies services provided and appropriate changes.
Communicates with physicians, psychiatrists, board and care providers, hospitals, law enforcement and treatment providers to coordinate care and make referrals as necessary.

Provides information, assistance and referral to mental health clients, family members and others in the community in crisis situations.

Assists with devising treatment plans for clients to alleviate current symptoms and areas of impairment; assures that treatment plans have problem solving objectives.

Serves as service coordinator for clients receiving medication support services and provides individual interventions as indicated.

Charts client’s progress on progress note daily, weekly, or as required; records activities that focus on treatment goals; attends treatment team meetings to discuss client status.

Observes blood borne pathogens precautions and infectious control procedures per OSHA standards and departmental policies and procedures.

Identifies clients experiencing a psychiatric emergency or urgent medical condition, takes appropriate action and notifies clinical staff of the need for client treatment or intervention.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of nursing care.
Diagnostic skills for medical evaluations.
Record-keeping techniques.
Oral and written communication skills.
Laws, rules and regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Health and safety regulations.
ABILITY TO:
Communicate effectively using tact, patience and courtesy.
Assess physical and mental status of patients.
Make decisions regarding appropriate care for patient and need for contacting physician.
Understand technical and medical terminology.
Work cooperatively with others.
Maintain accurate records and reports.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Understand and work within scope of authority.

EDUCATION AND EXPERIENCE:
Must meet Psychiatric Technician or Licensed Vocational Nurse licensing requirements.

LICENSES AND OTHER REQUIREMENTS:
Current valid license as a Licensed Vocational Nurse or Psychiatric Technician issued by the California State Board of Vocational Nurse and Psychiatric Technician Examiners; current CPR certificate; and, a valid California Driver's License.

BOS: March 3, 2020 – New Class Title
WORKING CONDITIONS:
Work in remote locations required.
Driving a vehicle to conduct work.

Physical abilities required include: climbing stairs, bending at the waist and lifting patients and supplies, seeing, speaking, and hearing to assess clients and record findings, communicate with clients, doctors, co-workers and outside agencies, and operate medical equipment including but not limited to a stethoscope, blood pressure equipment and thermometer, and identify various skin conditions; standing for extended periods of time.

Exposure to abusive and potentially dangerous behavior from unstable individuals.

Possible exposure to blood, bodily fluids, and communicable diseases.