

STANDARD

- 30. Sentinel events alert
 - Nosocomial infections
 - Bed rail safety/risk of entrapment
 - Preventing needle sticks and sharps injuries
 - Inpatient suicide
 - Infant abductions
 - Medication safety – dangerous abbreviations

Department Core Competencies

- 31. Identifies cultural and religious needs, language barriers, physical and psychological limitations
- 32. Demonstrates ability to provide patient/family teaching materials regarding psychiatric illnesses
- 33. Perform ongoing observation of patient within boundary of educational preparation
- 34. Observe and report patient responses to pain management plan to the nurse for intervention
- 35. Communicate and document in an accurate and timely manner the patient's care and the response to that care
- 36. Prioritize patient needs based on report, patient, nursing and physician orders
- 37. Document accurately patient data including ADL, I&O, specimen collection, height and weight, restraints
- 38. Utilizes restraints when indicated and documents with regard to patient safety and patient rights
- 39. insures timely and accurate communication of patient information with all members of the health care team
- 40. Demonstrates proper procedure for specimen collection, checks for uncollected specimens every shift. Properly labels specimens.
- 41. Assists in admission and orientation of patients to unit
 - Voluntary
 - Involuntary
- 42. Knowledge of care of psychiatric patients with the following conditions:
 - Schizophrenia
 - Psychosis
 - Bipolar disorder
 - Depressive disorders
 - Suicidal ideation
 - Anxiety disorders
 - Phobias
 - Personality disorders
 - Eating disorders
 - Sexual disorders
 - Cognitive disorders
 - Substance abuse
- 43. Assists as directed with intervention and therapies
- 44. Recognizes and reports emergencies
- 45. Phlebotomy
- 46. Care of patient with 1:1
- 47. Post mortem care
- 48. Complete physical care of patient – bath, mouth care, per care, pm care

Age Specific Competencies

Knowledge

- 49. Demonstrate knowledge of growth and development
- 50. Criteria to identify victims of abuse and neglect

Skills

- 51. Ability to take age specific vital signs correctly with proper equipment
- 52. Demonstrate ability to provide age specific teaching and discharge planning
- 53. Uses age appropriate communication skills
- 54. Identifies age specific safety issues for psychiatric patients
- 55. Uses knowledge of age specific data in ability to collect patient data and report changes in the patient's condition

Service Standards

- 56. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
- 57. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
- 58. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
- 59. Gives all customers their full attention and treats them with dignity, respect and understanding.
- 60. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.

STANDARD
61. Safeguards patient confidentiality in all forms of communication.
62. Works effectively with others toward achieving common goals including morale and teamwork.
63. Interacts compassionately and in a timely manner with all customers.
Equipment – Demonstrate Safe and Effective Use
64. Oxygen wall regulators and setup of portable oxygen
65. Electronic thermometer
66. Patient call system
67. Safety bed alarm system
68. Swipe security system
69. Video camera monitors
70. Locking restraints
71. Dinamap
72. ARJO Equipment
73. Printer/Computer
74. Copy machine
75. Fax machine

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Mental Health Technician

Department: Nursing/Patient Care Services

EDUCATION

- Less than high school
 - High school or GED
 - Vocational/Technical
- 2 year/Associates Degree
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – current State certification
- Knowledge of state, federal, JCAHO regulations
- Medical terminology

EXPERIENCE

- One year psychiatric acute care hospital experience
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SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment

PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 4 hour(s) per day
- Sit for 1 hour(s) per day
- Walk for 4 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 3 Crouching
- 3 Squatting
- 2 Crawling
- 2 Kneeling
- 4 Balancing
- 3 Pulling with force
- 2 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 3 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. Goggles
4. Masks
5. TB Mask (if respirator fit tested)

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDENTARY WORK: Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK: Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK: Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK: Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK: Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date