

EDITED KSA LISTING

CLASS: Psychiatric Technician (Safety)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
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Knowledge of:	
K1.	Basic knowledge of custody and public safety policies and procedures (e.g., escape prevention, emergency response, custody escorts, lockup units, tool control, syringe counts, key control, etc.) in order to maintain the safety and security of the institution, employees, inmates, and the public, interact safely with inmates, identify potential escape risks, administer medications, conduct rounds, and conduct individual and group counseling sessions, etc.
K2.	Basic knowledge of the fundamentals of nursing care (e.g., body mechanics, nursing protocols, first aid, CPR, vital signs, five rights of medication administration, etc.) in order to administer medications, observe inmate's physical and mental condition, respond to emergencies, understand Physician's orders, and comply with nursing protocols.
K3.	Basic knowledge of Physician's orders, nursing protocols, local operating procedures, court mandates, and program guides in order to effectively treat inmates' mental illnesses, administer medication, note Physician's orders, document changes in inmate's medical record, identify the need for referrals, etc.
K4.	Basic knowledge of mental health principles, symptomology, and techniques (e.g., Behavior Incentive Programs, Behavior Modification Programs, individual and group counseling, patient education, redirection, etc.) involved in the care and treatment of individuals or groups of mentally ill inmates in order to identify signs and symptoms of mental illness and decompensation, apply effective treatment modalities, establish professional therapeutic rapport with inmates, and actively participate in the interdisciplinary treatment team process
K5.	Basic knowledge of medical terminology in order to note and transcribe Physician's orders, read and make entries in inmates' medical records, administer and understand types of medications, communicate with other health care staff, and understand inmates' mental and physical conditions.
K6.	Basic knowledge of pharmacology (e.g., medications, side effects, dose, allergies, usage, route, timing, range, generic and trade names, etc.) in order to administer and understand types of medications, communicate with other health care staff, identify side effects and other medication problems, and ensure that dosage, range, route, time, etc. are appropriate for that inmate.

Skill to:	
S1.	Skill to apply sound judgment in a prison setting in order to prevent escapes and injury to self or others, respond to emergencies, communicate with inmates and employees, anticipate problems, etc.
S2.	Skill to apply basic nursing knowledge and skills (e.g., body mechanics, nursing protocols, first aid, CPR, vital signs, five rights of medication administration, etc.) in order to complete assigned tasks, comply with Physician's orders, court mandates, local operating procedures, and nursing protocols, administer medications, conduct rounds, respond to emergencies, apply medical treatments, etc.

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S3.	Skill to communicate (verbally, non-verbally, and in writing) with staff and inmates in order to maintain a professional therapeutic environment, establish rapport with inmates, maintain positive working relationships with other staff, respond to emergencies effectively, make recommendations and referrals regarding inmates' treatment, mental status, medication, progress, act as a liaison between inmates and staff, etc.
S4.	Skill to recognize symptoms requiring medical or psychiatric attention (e.g., poor hygiene, lack of appetite, lack of interest in normal activities, weight loss or gain, change in mood, self-report, appearance, visible responses to auditory hallucinations, etc.) in order to refer the problem to Physician, Psychiatrist, or Psychologist, document problems accurately, recognize need for emergency intervention, etc.
S5.	Skill to work as part of a treatment team in order to provide therapy programs for inmates (e.g., behavioral, psychological, occupational, recreational, vocational, educational, etc.), assist them in learning social and leisure skills and adapting to the prison environment, communicate with staff about inmates' treatment, issues, and progress, etc.
S6.	Skill to follow directions in order to comply with Physician's orders, court mandates and legal requirements, and nursing and departmental protocols, complete assigned tasks, etc.
S7.	Skill to keep appropriate records (e.g., CDC 837a (crime and incident report), CDC 128b informational chronos (mental health referral), CDC 114a (inmate segregation record), CDC 115 (disciplinary action), etc.) in order to provide accurate documentation of inmate's history, diagnosis, treatment, problems, progress, etc., communicate with other staff, comply with Physician's orders, court mandates and legal requirements, and nursing and departmental protocols, etc.
S8.	Skill to facilitate group treatment in order to maintain a therapeutic environment, encourage inmates to participate and interact with others appropriately, monitor inmates' progress and the effectiveness of their treatment, etc.

Special Personal Characteristics:	
SPC1.	Understand inmates' behavior as it results from mental and physical instability in order to effectively communicate with the inmates and establish rapport, identify and document problems, decompensation, and other possible issues with inmates, communicate with other staff about the inmates' condition and concerns, etc.
SPC2.	Patience in order to maintain a professional therapeutic environment in the prison, maintain self-control in hostile situations, develop an empathetic understanding of the inmates, accept fluctuations in inmates' behavior and mental condition, adjust to changes in the institutional setting (e.g., lock downs, riots, custody requirements, etc.), etc.
SPC3.	Tolerance in order to maintain a calm attitude during volatile situations in the prison environment, develop an empathetic understanding of the inmates, accept fluctuations in inmates' behavior and mental condition, etc.
SPC4.	Tact in order to maintain a professional therapeutic environment in the prison, develop an empathetic understanding of the inmates, communicate appropriately with staff and inmates, etc.
SPC5.	Alertness in order to maintain a safe and secure environment for self and others, and anticipate problems (e.g., harm to self or others, escapes, change in an inmate's mental functioning, etc.).

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Special Physical Characteristics:	
SPhC1.	Hearing and vision required for successful job performance (e.g., maintain safe and secure environment, anticipate problems, inmate observations, respond to emergencies, etc.).
SPhC2.	Possess and maintain sufficient strength, agility, and endurance in order to perform during physically, mentally, emotionally stressful, and emergency situations encountered on the job without endangering the health and well being of the incumbent, fellow employees, inmates, or the public.

Working Conditions:	
WC1.	Willingness to work at correctional facilities in the Department of Corrections.
WC2.	Willingness to have and maintain a neat personal appearance and hygiene.
WC3.	Willingness to respond to changes in the workplace in a positive, professional manner.
WC4.	Willingness to promote positive, collaborative, professional working relations among co-workers.
WC5.	Willingness to accept constructive criticism and respond appropriately.
WC6.	Willingness to interact professionally with people (e.g., contract staff, inmates, and other agency personnel) from a wide range of cultural backgrounds in the course of completing work tasks and assignments.
WC7.	Willingness to work in a team environment, including inter-disciplinary teams.
WC8.	Willingness to work various schedules (e.g., day shift, swing shift, night shift).
WC9.	Willingness to comply with the safety and security procedures.
WC11.	Willingness to provide medical and psychiatric treatment to inmates.
WC12.	Willingness to comply with tuberculosis screening requirements.
WC13.	Possession of valid CPR and first aid certification.
WC14.	Possession of a current license as a Psychiatric Technician.

* Subject Matter Experts did not rate the Working Conditions but agreed that all of them were necessary to work as a Psychiatric Technician (Safety).

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