

**PSYCHIATRIC HOSPITAL**  
**Patient Population-Specific Competency Addendum**  
**To PD-102R-92-PH Job Description Form**

1. Classification Title of Position Health Care Technician I	2. Position Number
3. Usual Working Title of Position HCT	4. Department and Unit: Nursing Services/
5. Name of Employee	6. Location of Workplace, Bldg. and Room No. Building
7. Name of Immediate Supervisor	8. Supervisor's Position Title & Position Number Clinical Nurse Manager

**I. Patient Population-Specific Competencies**

The employee in this position provides patient care or interacts with patients. He/she must demonstrate knowledge and skills necessary to provide care or interaction appropriate to the patient population served by his/her assigned unit as identified below. The employee must demonstrate knowledge of the principles of growth and development appropriate to the patient population served. The employee must possess the ability to assess and interpret data about the patient's status to identify each patient's needs and provide appropriate care as described in the department's policy and procedures.

This position provides patient care to the following patient groups:

<input type="checkbox"/> Adolescent (13 years to 18 years)	<input type="checkbox"/> Adult (18 years to 65 years)
<input type="checkbox"/> Geriatric (65+ years)	<input checked="" type="checkbox"/> Multiple patient population groups

Any additional documentation on age-specific care provided by this employee:

Competency validated per policy

**Certification:** Signatures indicate agreement with all information provided.

Supervisor's Certification: I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of patient population-specific competencies and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Certification: I certify that I have reviewed this position description addendum and that it completely and accurately describes my patient population-specific competencies.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**STATE OF NORTH CAROLINA**  
**OFFICE OF STATE PERSONNEL**

Approved Classification: \_\_\_\_\_  
Effective Date: \_\_\_\_\_  
Analyst: \_\_\_\_\_

**POSITION DESCRIPTION FORM (PD-102R-92-PH)**

**(This Space for Personnel Department Use Only)**

1. Present Classification Title of Position Health Care Technician I	7. Position Number
2. Usual Working Title of Position HCT	8. Department, University, Commission, or Agency DHHS/DMH-DD-SAS
3. Requested Classification of Position HCT	9. Institution & Division Cherry Hospital
4. Name of Immediate Supervisor	10. Section and Unit Nursing Services/
5. Supervisor's Position Title & Position Number Clinical Nurse Manager	11. Street Address, City and County 201 Stevens Mill Rd/Goldsboro/Wayne
6. Name of Employee	12. Location of Workplace, Bldg. and Room No. Building

**PSYCHIATRIC HOSPITAL SPECIFIC:**

Does this position provide direct patient care or interact with patients?

Yes      Complete and attach the PD-102-92-PH Patient Population-Specific Competency Addendum before continuing to Part I below.

No      Continue to Part I below.

- I. A. Primary Purpose of Organizational Unit:  
The Nursing Services Division insures a qualified staff provides patient care and nursing services on a continuous basis, 24 hours a day, 7 days a week, to those patients requiring such care, treatment, and services. Nursing staff monitors each patient's status and coordinates the provision of nursing care while assisting other professionals in implementing plans of care and treatment.
- B. Primary Purpose of Position:  
The purpose of this position is to provide basic nursing care and therapeutic interaction with patients who are mentally ill. Work is supervised by a Registered Nurse (RN).
- C. Work Schedule:  
Eight hour shifts during a 24 hour period for 40 hours per week. Five (5) days per week and every other weekend. Assigned to \_\_\_\_\_ shift, but will be required to rotate to other shifts including day, evening and/or night shift. May require overtime. Requires reporting for duty in inclement weather.
- D. Change in Responsibilities or Organizational Relationship:  
None

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES:

Method Used (Check One)

Order of Importance

Sequential Order

Essential responsibilities and duties may include but are not limited to:

80% DIRECT PATIENT CARE DUTIES: (Are rendered to patients in accordance with growth and development considerations for unit population).

1. Attends report during shift change.
2. Uses positive/therapeutic communication skills to interact with patients, family, visitors, staff, students and interns.
3. Participates in Treatment Team meetings as requested.
4. Assists patients with self care and activities of daily living.
5. Observes, reports and documents any changes in behavior or condition.
6. Recognizes life threatening situations and takes immediate action according to established policies.
7. Accounts for patient's presence, condition, and safety and documents according to established policy.
8. Provides assistance to dependent patients as needed such as turning in bed and ambulation inside the Unit or outside.
9. Engages patients in meaningful activities during day and evening shifts. Assists patients to attend planned therapeutic activities according to individualized treatment plans.
10. Assists patients in maintaining behavioral control by using de-escalation, therapeutic communication, and approved techniques per hospital policy.
11. Assists with preparing and feeding patient meals and nourishments as needed. Documents intake and output on appropriate flow sheet. Notifies the ward RN of any patient concerns with meals and nourishments.
12. Takes vital signs, collects urine and stool specimens, and applies heat and cold packs as directed by RN.
13. Assists Nurse, MD or physician extender as requested/assigned.
14. Assists patients with personal hygiene and dress as needed providing appropriate clothing for activities and weather.
15. Completes lab, radiology, and dental requisitions. Prepares labels for specimens. Assists RN/Phlebotomist/ Lab Personnel. Takes lab specimens and referrals to designated places.
16. Assists medication nurse by pouring juice, preventing crowding at medication cart, and managing patient behavior as indicated.
17. Takes patients to lab, X-ray, dentist, EEG, EKG, clinics, and other scheduled activities.
18. Weighs patients monthly or as ordered. Documents weights on appropriate flowsheet.
19. Assists with recreational and social activities for patients.
20. Performs safety/sanitation and environmental checks as assigned, and ensures corrective action is taken for issues identified.
21. Monitors patient elimination patterns daily and documents.
22. Prepares records, reports, flowsheets, etc. as needed including but not limited to precaution flowsheet, statements, incident/accident reports, and investigative statements.
23. Documents all patient observations, interventions and care according to policy.
24. Informs the RN of any issue or occurrence that may negatively impact the productivity or professional image of Nursing Services or Cherry Hospital.
25. Assists patients with laundry and storage of personal items.
26. Assists patients in obtaining spending money and shopping.
27. Assists in obtaining and preparing data for special projects such as surveys, Q.A. Data, and patient/staff investigations.
28. Serves on Hospital committees as assigned.
29. Attends workshops, classes and other training programs as required and scheduled.
30. Reads reports, policies, procedures and other work-related correspondence to stay abreast of directives and information about current practice requirements.
31. Performs other duties as assigned that are consistent with the mission and vision of the organization.

**20% THERAPEUTIC MILIEU:**

1. Ensures ward is therapeutic, safe and organized for patient care and staff.
2. Keeps Unit equipment clean and orderly; reports needed repairs.
3. Recognizes environmental safety hazards and insures corrective action according to policies and procedures.
4. Participates in housekeeping duties according to Unit policy and guidelines.
5. Assists visitors (i.e. volunteers, students, and community resource personnel) as needed.
6. Requisitions medical and office supplies for the ward as assigned.
7. Prepares patient and assists with collecting personal belongings as appropriate for transfer to other units, agencies, home visits, and discharge.
8. Provides 1:1 interaction with patients as directed by the RN.
9. Assists with recreational and social activities for patients.
10. Maintains a harmonious work environment.

**0% PHLEBOTOMY DUTIES: (Requires Phlebotomy Certification)**

1. Performs venipuncture and collects lab specimens as ordered and directed by the RN.
2. Labels specimens according to policy.
3. Completes lab, radiology, and dental requisitions.
4. Takes lab specimens and requisitions to designated locations in a timely manner.

**0% ADMISSIONS DUTIES (for staff assigned to Admissions Office):**

1. Communicates with payers, patient, family and/or significant others to obtain pre-certification prior to admission at Cherry Hospital.
2. Maintains current knowledge of policies and procedures from third party payers.
3. Coordinates bed-day allocations for all newly admitted patients by collaborating and communicating with the area programs to determine approved days of hospital care.
4. Enters data for "Client Movement" Reports (admissions, discharges, transfers, and leaves of absence) into the computer system.
5. Gathers demographic information from patient, family, significant other and/or referral source to establish a medical record or update the previous medical record.
6. Maintains accurate patient data in the hospital computer system.
7. Receives and documents information from referral sources.
8. Establishes and maintains positive relationships with referral sources such as physicians, social workers, clerk of court, magistrates, nurses, counselors, family members, judges and law enforcement officers.
9. Notarizes documents as needed.
10. Responds to inquires about hospital admission procedures. Provides information to inquirers regarding commitment process, Area Programs, and Cherry Hospital procedures.
11. Assists Cherry Hospital Police with body scans as needed. Searches patients and their belongings according to policy.
12. Provides safekeeping of patients' personal belongings and documents according to policy.
13. Utilizes and maintains record keeping systems such as the admissions log, medical records, census reports, receipt of patient valuables, inventory of patient belongings, and other admission forms.

**0% CLERICAL DUTIES:**

1. Schedules appointments and coordinates patient trips with Transportation services.
2. Initiates forms for appointments, referrals, insurance, etc.
3. Faxes and routes orders, referrals, etc. to appropriate parties.
4. Coordinates referrals/services/consults with other disciplines.
5. Orders ward supplies, maintains appropriate inventories.
6. Prepares chart forms and ensures an adequate supply of forms on the ward(s).
7. Prepares patient movement report.
8. Ensures bulletin boards are organized, neat and contain current information.
9. Maintains information in staff communication books; reviews for signatures.
10. Makes copies of patient/ward information and routes to appropriate parties.
11. Maintains patient information board regarding admissions/discharges, etc.
12. Answers ward phones; send/receives calls regarding patient information and communicates to RN/MD as appropriate.
13. Interacts with families/visitors regarding general patient/ward information.
14. Maintains nursing offices in neat, organized manner.

**0% TRANSPORTATION/EMT SERVICES (EMT Certification Required):**

1. Transports patients to Units within hospital as well as other facilities.
2. Takes patients to and from bus station and other discharge destinations.
3. Checks ambulance and emergency equipment per policy.
4. Transports equipment in emergency situations.
5. Delivers equipment and supplies to the Units.
6. Picks-up and deliver lab specimens.

## II B. OTHER POSITION CHARACTERISTICS:

1. Accuracy Required in Work: Precision, exactness, and accuracy are required all of the time.
2. Consequence of Error: Errors could cause improper care, legal action, adverse health/safety of patients, staff and/or visitors including death.
3. Instructions Provided to Employee: Oral and written instructions on a daily basis by Registered Nurses. Instruction is also provided through memos, ward/unit staff meetings, and classes.
4. Guides, Regulation, Policies and References Used by Employee: Unit Policy Manuals, Nursing Services Policy and Procedure Manuals, Safety/EOC Manual, Disaster Manual, Infection Control Manual, Personnel Manual, Cherry Hospital Administrative Manual, Clinical Care Plan Manual, Accreditation Standards, Patient Rights, etc.
5. Supervision Received by Employee: Performance appraisal is performed bi-annually. Conferences with Clinical Manager as needed to evaluate performance and progress. Meets with Registered Nurse and other treatment team members daily and as needed.
6. Variety and Purpose of Personal Contacts: Contact is made with other disciplines, visitors, survey teams, community service workers, volunteers, and families regarding patient care.
7. Physical Effort: Daily contact with patients who are physically and emotionally out of control. During these situations, physical effort may be required to perform crisis prevention maneuvers. Non-ambulatory patients require lifting and moving. Emergency situations may require CPR.
8. Work Environment and Conditions: There is little exposure to outdoor elements or irritants. Majority of work occurs indoors. The patients are acutely or chronically ill, may have been off medication and are generally unpredictable. Some admissions have legal precautions and require close supervision.
9. Machines, Tools, Instruments, Equipment and Materials Used: Patients records, medical equipment, restraints, blood pressure cuff, stethoscope, thermometer, lifts, geri-chair, wheelchairs, stretchers, weight scales, telephone, general office equipment, educational and audiovisual equipment.
10. Visual Attention, Mental Concentration and Manipulative Skills: Visual attention and mental concentration are required for monitoring patient's behaviors, maintaining safe environment for patients and administering patient care. Ability to think and respond quickly is essential. Ability to manipulate equipment and the environment is essential.
11. Safety for Others: Potential harm could result from patients exhibiting aggressive, assaultive, psychotic behavior and working with patients with communicable disease.
12. Dynamics of Work: Changes occur daily depending upon the behaviors of the patients and the availability of staff. Must be flexible to rotate to day, evening and night shifts as needed to insure adequate staffing. Must be alert to respond to emergency needs of patients and staff. Must be able to report for duty in adverse weather conditions.

## III. KNOWLEDGES, SKILLS, AND ABILITIES AND TRAINING & EXPERIENCE REQUIREMENTS:

### A. Knowledges, Skills, and Abilities:

Must have knowledge of basic nursing skills. Ability to follow oral and written instructions. Ability to perform physical tasks including CPI, CPR, repetitive lifting and bending. Must be alert, and able to observe and report conditions of patients. Must demonstrate knowledge and skills necessary to provide patient care appropriate to the age of the patients served on assigned unit. Demonstrate knowledge of the principles of growth and development as well as the physical, emotional and psycho-social needs of the patient population served.

### B. 1. Required Minimum Training:

High School Diploma or equivalent.

### 2. Additional Training/Experience:

Nurse Aide I certification.

### 3. Equivalent Training and Experience:

Additional mental health care training within 4 months of employment

### C. License or Certification Required by Statute or Regulation:

Nurse Aide I listing with Division of Health Services Regulation (exception: within 4 months of employment if Cherry Hospital is offering NA1 Program).

IV. CERTIFICATION: Signatures indicate agreement with all information provided, including designation of essential functions.

**Supervisor's Certification:**

I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Employee's Certification:**

I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Section or Division Manager's Certification:**

I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Department Head or Authorized Representative's Certification:**

I certify that this is an authorized, official position description of the subject position.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Supplemental Information to Assist Organizations  
in their Compliance with the Americans with Disabilities Act (ADA)  
Checklist for Physical Activities and Requirements, Visual Acuity, and  
Working Conditions of the Position**

**1. The physical activity of this position (Please check ALL blocks that apply)**

- A. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- B. Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- C. Stooping: Bending body downward and forward by bending spin at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- D. Kneeling: Bending legs at knee to come to a rest on knee or knees.
- E. Crouching: Bending the body downward and forward by bending leg and spine.
- F. Crawling: Moving about on hands and knees or hands and feet.
- G. Reaching: Extending hands(s) and arm(s) in any direction.
- H. Standing: Particularly for sustained periods of time.
- I. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- J. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- K. Pulling: Using upper extremities to press against something with steady force in order to draw, drag, haul or tug objects in a sustained motion.
- L. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- M. Fingering: Picking, pinching, typing or otherwise, primarily with fingers rather than with the whole hand or arm as in handling.
- N. Grasping: Applying pressure to an object with the fingers and palm.
- O. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- P. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Q. Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make fine discriminations in sound.
- R. Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

**2. The physical requirements of this position (Please check only ONE block)**

- A. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or other wise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- B. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- C. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of frequently, and/or up to 10 pounds of force constantly to move objects.
- D. Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**3. The visual acuity requirements including color, depth, perception, and field of vision (Please check only ONE block)**



- A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
- B. The worker is required to have visual acuity to perform an activity such as: operates machines such as lathes, drill presses, power saws and mills where the seeing the job is at or within arm's reach; performs mechanical or skilled trades tasks or a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.
- C. The worker is required to have visual acuity to operate motor vehicles or heavy equipment.
- D. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

**4. The condition the worker will be subject to in this position (Please check ALL block that apply)**

- A. The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.
- B. The worker is subject to outside environment conditions: No effective protection from weather.
- C. The worker is subject to both environmental conditions: Activities occur inside and outside.
- D. The worker is subject to extreme cold: Temperature typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
- E. The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
- F. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- G. The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
- H. The worker is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- I. The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases or poor ventilation.
- J. The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.
- K. The worker is required to wear respirator. (TB & PMU ONLY)
- L. The worker frequently is in close quarters, crawl, space, shafts, man holes, small enclosed rooms, small sewage and water line pipes, and other areas which could cause claustrophobia.
- M. The worker is required to function in narrow aisles or passage ways.
- N. The worker is exposed to infectious diseases.
- O. The worker is required to function around prisoners or mental patients.
- P. None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

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Immediate Supervisor

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Date

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Employee's Signature

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Date

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Section or Division Manager's Signature

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Date