## DACUM Competency Profile for the Psychiatric Technician

A Psychiatric Technician is one who provides care and treatment for the developmentally disabled. Here are the key duties and tasks:

<table>
<thead>
<tr>
<th>Duties</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| **A  Maintain Safe and Secure Environment** | **A-1 Secure staff/hospital equipment (keys, photo ID, alarm pins, cell phones, etc.)**  
|                                 | **A-2 Check doors for security**  
|                                 | **A-3 Perform mandated patient/client counts**  
|                                 | **A-4 Check emergency cart**  
|                                 | **A-5 Check integrity of adaptive equipment**  
| **A-13 Conduct patient/client body searches** | **A-14 Supervise use of sharps**  
| | **A-15 Monitor patient/client to prevent harm and injury**  
| | **A-16 Protect vulnerable patients/clients from others**  
| | **A-17 Initiate emergency response system**  
| **A-25 Perform fire and disaster drills** | **A-26 Maintain integrity of restraint bag**  
| | **A-27 Use appropriate PMAB technique and application of restraint**  
| | **A-28 Monitor patient/client while in restraint**  
| **B  Provide Shift Supervision** | **B-1 Schedule unit staff**  
| | **B-2 Delegate assigned tasks**  
| | **B-3 Provide unit orientation**  
| | **B-4 Mentor new employees**  
| | **B-5 Manage unit activities**  
| **C  Perform Medication Administration** | **C-1 Count narcotics**  
| | **C-2 Verify medication orders**  
| | **C-3 Transcribe medication orders to MAR**  
| | **C-4 Prepare medications**  
| | **C-5 Take vital signs before and after medication, based on order**  
| **C-13 Report medication errors** | **C-14 Maintain integrity of medication room**  
| **D  Provide Medical Care** | **D-1 Monitor patient/client for life signs**  
| | **D-2 Verify and implement physician orders**  
| | **D-3 Ensure NPO status maintained**  
| | **D-4 Monitor intake and output**  
| | **D-5 Check vital signs**  
| **D-13 Schedule daily physician visits** | **D-14 Schedule daily psych call visits**  
| | **D-15 Assist physician with daily sick call/temporary conditions**  
| | **D-16 Assist psychiatrist with daily psych call**  
| | **D-17 Turn and reposition patient/client**  
| **D-25 Provide wound care** | **D-26 Provide GI care**  
| | **D-27 Perform cast care**  
| | **D-28 Provide basic life support (CPR)**  
| | **D-29 Assist lab technician**  

<table>
<thead>
<tr>
<th>E</th>
<th>Assist Patient/Client with Activities of Daily Living</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1</td>
<td>Encourage patient/client perform tasks independently</td>
</tr>
<tr>
<td>E-2</td>
<td>Assist with hygiene</td>
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<tr>
<td>E-3</td>
<td>Assist with grooming</td>
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<tr>
<td>E-4</td>
<td>Assist with toileting</td>
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<tr>
<td>E-5</td>
<td>Manage clothing &amp; linen exchange</td>
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<tr>
<td>E-13</td>
<td>Monitor for choking precautions</td>
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<tr>
<td>E-14</td>
<td>Teach patient/client use of adaptive equipment</td>
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<tr>
<td>E-15</td>
<td>Supervise maintenance of living space</td>
</tr>
<tr>
<td>E-16</td>
<td>Re-enforce awareness of social norms</td>
</tr>
<tr>
<td>E-17</td>
<td>Teach patient/client social skills</td>
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<tr>
<td>E-25</td>
<td>Provide linkages with other sources of care</td>
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<tr>
<td>E-26</td>
<td>Perform urinalysis drug tests</td>
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<tr>
<td>E-27</td>
<td>Coordinate care with other service providers</td>
</tr>
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<td>E-28</td>
<td>Implement discharge plan</td>
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<table>
<thead>
<tr>
<th>F</th>
<th>Manage Patient/Client Daily schedule</th>
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<tbody>
<tr>
<td>F-1</td>
<td>Provide new patient/client orientation</td>
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<tr>
<td>F-2</td>
<td>Provide reality orientation</td>
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<tr>
<td>F-3</td>
<td>Escort &amp; monitor patients/clients to dining room</td>
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<tr>
<td>F-4</td>
<td>Conduct treatment groups</td>
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<tr>
<td>F-5</td>
<td>Liaison to on-site services</td>
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<tr>
<td>F-13</td>
<td>Facilitate/encourage participation in medication management groups</td>
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<tr>
<td>F-14</td>
<td>Facilitate fresh air breaks</td>
</tr>
<tr>
<td>F-15</td>
<td>Facilitate/encourage participation in conditional release program groups</td>
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<tr>
<td>F-16</td>
<td>Facilitate/encourage participation in mock trial groups</td>
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<tr>
<td>F-17</td>
<td>Meet weekly with patients/clients to discuss progress</td>
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<tr>
<th>G</th>
<th>Implement Behavioral Interventions</th>
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<tbody>
<tr>
<td>G-1</td>
<td>Monitor and assess suicidal and self harm behaviors</td>
</tr>
<tr>
<td>G-2</td>
<td>Implement behavioral treatment plan</td>
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<tr>
<td>G-3</td>
<td>Provide “one-to-one” care</td>
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<tr>
<td>G-4</td>
<td>Implement unit rules</td>
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<tr>
<td>G-5</td>
<td>Listen to patient/client problems</td>
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<thead>
<tr>
<th>H</th>
<th>Maintain Professional Communication and/or Documentation</th>
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<tr>
<td>H-1</td>
<td>Perform end of shift report</td>
</tr>
<tr>
<td>H-2</td>
<td>Convey and report changes to treatment team and program management</td>
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<tr>
<td>H-3</td>
<td>Manage patient/client charts</td>
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<tr>
<td>H-4</td>
<td>Document care given</td>
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<tr>
<td>H-5</td>
<td>Update patient/client charts</td>
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<tr>
<td>H-13</td>
<td>Document financial interactions</td>
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<tr>
<td>H-14</td>
<td>Act as patient client advocate</td>
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<tr>
<td>H-15</td>
<td>Transcribe physician orders</td>
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<tr>
<td>H-16</td>
<td>Perform night shift chart audit</td>
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<thead>
<tr>
<th>I</th>
<th>Maintain Professional Development</th>
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<tbody>
<tr>
<td>I-1</td>
<td>Maintain patient/client confidentiality</td>
</tr>
<tr>
<td>I-2</td>
<td>Maintain professional licensure</td>
</tr>
<tr>
<td>I-3</td>
<td>Complete annual mandated training</td>
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<tr>
<td>I-4</td>
<td>Maintain required certifications</td>
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<tr>
<td>I-5</td>
<td>Attend staff meetings</td>
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</table>
mentally ill, forensic, and other high risk populations.

<table>
<thead>
<tr>
<th>A-6 Maintain clean environment</th>
<th>A-7 Ensure equipment is maintained</th>
<th>A-8 Inspect living environment for contraband</th>
<th>A-9 Monitor living environment for safety</th>
<th>A-10 Maintain universal precautions</th>
<th>A-11 Escort patient/client on and off hospital grounds</th>
<th>A-12 Check patient/client returning from ground pass/visit for contraband</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-18 Respond to alarms</td>
<td>A-19 Request presence of hospital police</td>
<td>A-20 Identify unknown people on unit</td>
<td>A-21 Check visitors for contraband</td>
<td>A-22 Monitor patient’s/client’s mail for contraband</td>
<td>A-23 Perform random and scheduled locker checks</td>
<td>A-24 Preserve crime scene</td>
</tr>
<tr>
<td>B-6 Monitor patient/client, staff, and students</td>
<td>B-7 Assess and recommend patient/client behavioral interventions</td>
<td>B-8 Solve unit problems</td>
<td>B-9 Attend program meetings</td>
<td>B-10 Perform staff evaluations</td>
<td>B-11 Initiate disciplinary action</td>
<td>B-12 Order unit supplies</td>
</tr>
<tr>
<td>C-6 Ensure medication 6-Rights observed</td>
<td>C-7 Provide medication education</td>
<td>C-8 Administer medications to patients/clients</td>
<td>C-9 Verify that medication was taken</td>
<td>C-10 Document medication administered</td>
<td>C-11 Monitor response and side effects of medications</td>
<td>C-12 Order &amp; obtain medications from pharmacy</td>
</tr>
<tr>
<td>D-6 Monitor weight &amp; BMI (Body Mass Index)</td>
<td>D-7 Perform diabetic care</td>
<td>D-8 Perform head to toe assessment</td>
<td>D-9 Monitor allergies</td>
<td>D-10 Assess need for additional medical care</td>
<td>D-11 Provide pain management</td>
<td>D-12 Implement NCP’s (Nursing Care Plan)</td>
</tr>
<tr>
<td>D-18 Provide range of motion</td>
<td>D-19 Assist with adaptive equipment</td>
<td>D-20 Provide Pre-Operative Care</td>
<td>D-21 Provide Post-Operative Care</td>
<td>D-22 Provide respiratory care</td>
<td>D-23 Provide skin care</td>
<td>D-24 Provide bowel &amp; bladder care</td>
</tr>
<tr>
<td>D-30 Record and report lab results</td>
<td>D-31 Implement consultation process for medical specialty services</td>
<td>D-32 Visually observe medical drug screen for clean catch urine test</td>
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<tr>
<td>E-6</td>
<td>Assist with dressing</td>
<td>E-7</td>
<td>Assist with bathing</td>
<td>E-8</td>
<td>Assist with bed making</td>
<td>E-9</td>
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<tr>
<td>E-18</td>
<td>Assist with ambulation</td>
<td>E-19</td>
<td>Assist with laundry care</td>
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<tr>
<td>F-6</td>
<td>Facilitate/ encourage participation in relapse prevention groups</td>
<td>F-7</td>
<td>Facilitate/ encourage participation in substance abuse groups</td>
<td>F-8</td>
<td>Facilitate/ encourage participation in anger management groups</td>
<td>F-9</td>
</tr>
<tr>
<td>F-18</td>
<td>Participate in team process</td>
<td>F-19</td>
<td>Escort patients/clients to rehab visits. (Canteen, gym, movies &amp; library)</td>
<td>F-20</td>
<td>Assist with leisure activities</td>
<td>F-21</td>
</tr>
<tr>
<td>G-6</td>
<td>Assist patient/client to modify and manage their behavior</td>
<td>G-7</td>
<td>Model appropriate behavior and remain professional</td>
<td>G-8</td>
<td>Teaching positive coping skills</td>
<td>G-9</td>
</tr>
<tr>
<td>H-6</td>
<td>Complete daily/weekly patient/client notes</td>
<td>H-7</td>
<td>Review and sign any unlicensed staff documentation</td>
<td>H-8</td>
<td>Maintain daily communication log per shift</td>
<td>H-9</td>
</tr>
<tr>
<td>I-6</td>
<td>Participate in facility committees</td>
<td>I-7</td>
<td>Maintain adherence to facility policies and procedures</td>
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</tbody>
</table>
DACUM Competency Profile for

Psychiatric Technician

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ConRep  Conditional Release Program  
DD  Developmentally Disabled  
I&O  In & Out/Intake & Output  
NCP  Nursing Care Plan  
NPO  Nothing by mouth  
MAR  Medication Administration Record  
PMAB  Prevention and management of assaultive behavior  
PRN  As needed  
ROM  Range of Motion  
V/S  Vital Signs

**Tools, Equipment, Supplies and Materials**

- Alarm  
- Alcohol swabs  
- Ambu bag  
- Band aids  
- Basin  
- Blood pressure cuff  
- Brushes  
- Charts  
- Combs  
- Computer  
- Condoms  
- Crutches  
- Electrical outlet  
- Emergency cart  
- Fax machine  
- Flashlight/batteries  
- Forms  
- Fridgerator  
- Gauze  
- Gloves  
- Glucometer  
- Gurney  
- Infection bag (red)/spill kit  
- Alarm  
- Keys  
- Lab slips  
- Linens  
- Mask  
- Medication book  
- Medication/medication cart  
- Medicine cup  
- Name tags/badge  
- Nebulizer  
- Newspaper  
- Normal saline  
- Oximeter  
- Oxygen cart  
- Paper  
- Pen  
- Pitcher of water  
- Q-tip  
- Restraints  
- Saddle soap  
- Scale  
- Scissors  
- Sharps container  
- Shavers  
- Solution  
- Specimen collection cups  
- Spit guard  
- Sterile equipment  
- Stethoscope  
- Suture kit  
- Syringe  
- Tape  
- Telephone  
- Television  
- Thermometer  
- Tongue blade  
- Toothbrush  
- Toothpaste  
- Towels  
- Treatment book  
- Treatment table  
- Wash clothes  
- Watch  
- Water  
- Wheel chair

**General Knowledge and Skills**

- Ability to establish effective therapeutic relationships  
- Group processes  
- High school diploma or equivalent
Ability to learn and apply sound judgment for situations
Awareness of custody procedures
Awareness of regulations (JACHO, HIPPA, CRIPPA, Title 22, OSHA)
Behavior modification
Body mechanics/gait
Communication skills/teamwork
Conflict resolution
Critical thinking skills
Cultural awareness
D.D. awareness
Emergency procedures
Fundamentals of nursing

Interpersonal skills
Knowledge of mental health principals and techniques with mentally ill
Leadership skills
Maintain hospital policies and procedures updates (CPR, PMAB)
Medical terminology
Multi-tasking
Nutrition
Organizational skills
Pharmacology
Teaching skills
Time management

Worker Characteristics/Behaviors

Accountable Firm People skills
Active listening Flexible Positive attitude
Assertive Giving Process constructive criticism
Boundaries Good assessment skills Professionalism
Caring Honesty Punctual
Common sense Integrity Respectful
Communication skills/writing Kind Responsible
Compassionate Know own issues Sound judgment
Consistent Learn from mistakes Team Player
Fair Mental aware/alert Tolerance
Motivation

Future Trends and Concerns

Aging population (clients/patients)
Continuous changes regarding reduction in seclusion and restraint
Harper Hearings
Increase in computer skills (POS)
Increase of reporting (abuse reports, pain management)
Insuring environment free of violence, sexual harassment
Mandated overtime/float
Recovery model: mall concept
Reduction of required licenses
Training for staff
Working with increased percentage of unlicensed staff