

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PSYCHIATRIC CARE TECHNICIAN
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions performing individual treatment programming for mentally ill inmates/patients, within the Department of Health Services. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Positions allocated to this classification are located at the Department of Health Services and are responsible for interacting with mentally ill inmates/patients to promote the development and improvement of daily living and social skills and to facilitate behavior change.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions that provide professional level treatment-related services a majority of the time (more than 50%) within an institution and are more appropriately classified as Treatment Specialist, Social Worker, Psychologist, etc.
3. Positions providing direct technical nursing care to patients in the form of treatments and observations, or administering medications so that the position is best classified as a Licensed Practical Nurse.

4. Positions that spend the majority of the time providing similar support activities to staff, the public, and developmentally disabled patients/residents are most appropriately classified as a Resident Care Technician.
5. Positions that spend the majority of the time providing security in support patients, residents, staff, and the public within maximum security unit of a mental health institute within the Department of Health Services, or within the secure treatment facility of the Department of Health Service and are best classified as a Correctional Officer.
6. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification Series

Employees enter both levels of this classification by competitive examination. This is not a progression series. Reclassification will not occur to the advanced level.

II. DEFINITION

PSYCHIATRIC CARE TECHNICIAN

These positions perform individual treatment programming and maintain internal security among inmates/patients within a Department of Health Services facility. Employees are responsible for the implementation of individual treatment programming designed to bring about positive change in inmates/patients who are temporarily assigned from a correctional institution or mentally ill inmates/patients committed under the criminal code. The range of treatment activities performed includes education, recreation, work, and leisure activities. In addition to their treatment responsibility, employees are responsible for the maintenance of security for inmates/patients, staff, and the public within the facility and during patient activities outside of the facility. Work is performed in accordance with established rules, regulations and policies under the general direction of the shift supervisor.

Specific work responsibilities include:

- Assisting in the development and implementation of care program plans and therapeutic activities for individuals or patient groups
- Leading and participating in inmates/patients discussion groups to provide a vehicle for discussion and resolution of problems
- Counseling and providing feedback to inmates/patients to assist with resolution of personal and family problems
- Orienting new inmates/patients to the unit and facility procedures, standards, and expectations to facilitate their adjustment to the environment
- Observing and recording inmate/patient behavior to document progress or regress
- Inspecting inmate/patient housing areas to detect safety and security deficiencies and report and document findings
- Escorting inmates/patients on visits inside and outside of the facility
- Monitoring the visitation activities of inmates/patients and visitors to detect and deter the introduction of unauthorized items such as weapons, drugs, and money into the facility
- Conducting pat down, strip searches, or electronic searches to assure that unauthorized items are not brought into the facility
- Applying restraints when necessary to restrain or physically manage disruptive behavior
- Monitoring medication pass and monitoring day rooms, groups, and recreation activities

- Performing formal counts and census checks to ensure a safe and secure environment for inmates/patients, staff and visitors
- Assisting with activities of daily living (ADL's) including but not limited to assisting/monitoring showers, handing out supplies, monitoring mealtime, and other CNA duties
- Responding to trouble calls and completing incident reports and other documentation/charting as needed
- Detecting safety and suicide risk
- Assisting with inventorying inmates/patients property and processing patients' mail
- Maintenance of restraint and emergency equipment
- Inspecting food, eating utensils, packages and mail for contraband
- Assisting with escort and maintaining restraint and physical control of inmates/patients as necessary

PSYCHIATRIC CARE TECHNICIAN - ADVANCED

These positions are located within the Department of Health Services at the Wisconsin Resource Center working with inmates in a secure prison environment, Sand Ridge Secure Treatment Center, Mendota Juvenile Treatment Center and maximum security and civil units located at a Mental Health Institute. In addition to the Psychiatric Care Technician duties, these positions may perform:

- Participating in security prevention teams; Emergency Response Unit (ERU) and Riot Training
- Completing mandatory training and refresher courses for PCT's in a mental health facility such as POSC or IOC training.
- Developing and maintaining subject control skills
- Using chemical agents and/or lethal force
- Using firearms
- Enforcing punitive sanctions for rule violations
- Qualification in the use of weapons including compliance holds, chemical agents, baton, bandit, Taser etc.
- Assisting with transportation of inmates/patients outside institution, including armed escorts
- Preparing disciplinary reports
- Participating in disciplinary committee hearings
- Participating in quelling of disturbances; cell extractions
- Apprehending escapees utilizing the use of force continuum
- Performing advocate duties for inmates/patients as defined in Administrative Code
- Performing staff advisor duties
- Fire Safety and Scott Air Pack use
- Participating in mutual aid to outside agencies during emergencies

III. QUALIFICATIONS

The qualifications required for this classification will be determined on a position-by-position basis at the time of recruitment. Such determinations will be made based on an analysis of the objectives and tasks performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created and the single level Psychiatric Care Technician classification was abolished effective June 1, 2014, and announced in Bulletin OSER-0367-MRS/SC as a result of the Resident Care Technician/Psychiatric Care Technician Personnel Management Classification Survey to better describe the duties of the RCTs and PCTs in the various institution assignments. The classification was formerly Psychiatric Care Technician 1 and 2 and had been collapsed into one classification in 2003 as a result of bargaining.

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