

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.**  
**JOB DESCRIPTION**

**DATE ESTABLISHED** 1/21/92  
**DATE LAST AMENDED:** 2/23/2021

**TITLE OF POSITION:** Mental Health Technician - Inpatient

**POSITION NUMBER:** 20-1

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:**

A minimum of high school education or equivalent. Previous patient care experience preferable, but not essential.

Successful completion of 14 hours of basic orientation training that includes: patient rights and facility procedures; confidentiality laws of client records; incident reporting; seclusion and restraint restrictions; abuse reporting; assessment for past or current sexual, psychological, or physical abuse or trauma; substance abuse cross training; clinical risk and competency assessment; infection control; crisis prevention, intervention, and crisis duration services; DSM-IV overview; and Baker Act overview (prior to providing direct care or assessment services).

Completion of Techniques for Effective Aggression Management (within six months of hiring). Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring). Completion of two hours of HIV/AIDS education (within 30 days of hiring) and two hours of HIV/AIDS information (biennially).

Completion of an additional 16 hours of service-related training annually.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

**SUPERVISOR:** Inpatient Psychiatric Nurse Supervisor and/or Director of Inpatient Nursing

**POSITIONS SUPERVISED:** None.

**WAGE AND HOUR STATUS:** Non-exempt

---

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** <sup>1</sup>

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Attend report at change of shift to ensure continuity of patient care.
2. Obtain report from departing Mental Health Technician regarding the cooperation, mood, behavior of your assigned patients. Note the time of last vital signs of detox patients with particular attention to those with abnormal findings to ensure continued monitoring as indicated.

---

<sup>1</sup> \*Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

3. Walk rounds at change of shift with departing Mental Health Technician for safety. Ensure all doors designated to be locked are locked and functional. Check physical condition of assigned patients. During Rounds, check key areas such as Break Room, Dining Room, Dayroom, Linen Room, Laundry Bag, Dirty Utility Room, Patient Belongings Room, Seclusion Rooms for Cleanliness and completion of duties by departing shift.
4. Accompany RN to Seclusion Room to witness search of patients at admission. Obtain gown for the patient to wear until the clothing he is wearing has been checked thoroughly for contraband such as drugs, weapons, food, drinks or improper clothing. After checking the clothing worn by the patient it may be returned to him/her and the gown carried to the laundry bag.
5. Itemize and record all personal belongings on Inventory Log. Obtain signature from patient acknowledging accuracy of itemized list.
6. Provide medication to the RN who will count/store them in the Medication Room. Indicate on Inventory Log that medications are in the medication room.
7. Store patient clothing and valuables. Ensure that all checked property is returned at the time of discharge from unit. Obtain patient signature for return of belongings.
8. Enter pertinent information into Admission/Discharge log after admission has been completed or patient leaves the unit on discharge.
9. Transport patient to other facilities/destinations outside the Life Management Center by means of agency van including Bay Medical Center, Greyhound Bus Station, out of county in the event of evacuation, etc.
10. Collect charts, record, and report from health care resources for nursing such as the Records Room, Doctors Office, staff assistant, or Discharge Planner.
11. Orient new patients to the unit. Explain daily routine and introduce them to other staff and patients as appropriate.
12. Greet visitors and escort them to and from the unit.
13. Explain contraband restrictions. Request that all purses, wallets, bags and food items be returned to their car while visiting. (Car keys may be kept at desk until visit has ended. Ensure that each visitor is escorted through the metal detector.
14. Add clothing or other items to inventory sheet as applicable. If visitors take possession of patient's personal property, the patient must initial the original Inventory Log acknowledging each item that has been returned to the visitor.
15. Take and record vital signs, temperature, pulse, blood pressure and respiration in the medical record.
16. Report abnormal findings to the charge nurse. Repeats V/S as requested by the charge nurse or indicated by Doctor Order or Protocol.
17. Monitor mealtimes, snacks, and other patient activities.
18. Maintain graphic forms for patients, i.e. percentage of meal eaten, group attendance, sleep record, etc.
19. Complete chart audits as assigned.
20. Prepare charts/paperwork for new admissions. Make copies as needed. (Ensure most current version of form is being used to make copies.)
21. Serve as unit clerk by entering admission/discharge information obtained by RN's into Avatar computer system.
22. Interact with your assigned patients daily. Know your assigned patients by name and spend at least 15 minutes daily with them.
23. Assist patients with activities of daily living such as doing their laundry changing linen, gathering toiletries for showering (standing an arm's length away when they are shaving) with Encourage independence. Encourage patients to help pick up the dayroom. Clear the dining room table of used dining utensils.
24. Collect and bag soiled linen each shift.

25. Stores clean linen when delivered.
26. Maintain a safe clean therapeutic environment by performing unit specific assignments each shift: break room, day room, laundry room ice/coffee room, nurses' station, linen closets, and examination room and cafeteria.
27. Document daily Refrigerator Temperature Log for staff refrigerator at 7:00 A.M.. Clean weekly and defrost refrigerator on the 15th of every month. Day shift will do Odd number months (Jan.,-1, March- 3, May- 5,,etc.) Evening shift will do even number months (Feb.-, 2 April -,4 June- 6). Night shift will be responsible for the cleanliness of patient refrigerator monthly
28. Read and understand all policies and procedures on Nursing Unit. Request clarification on those not understood from your Supervisor.
29. Complete assigned Continued Learning Courses assigned.
30. Understand role in patient emergencies and in responding to fires, hurricanes, tornadoes and other emergencies.
31. Report patient behavior to charge nurse and other members of the health care team.
32. Report any change in mental status, emotional or mood change. Document changes in patient record as directed by charge nurse.
33. Assist with 1:1 observation of patient when assigned and maintains observation check list.
34. Make patient rounds at least every half hour on all patients not on Level I.
35. Attend at least 70% of designated meetings.
36. When unable to attend, obtain summary of information provided at meetings from supervisor.
37. Assist with seclusion and restraint procedures (upon satisfactory completion of seclusion and restraint In-Service and demonstration of process.)
38. Make patient rounds on Unit by physically walking down the halls and observing the environment around you for any abnormalities or Safety issues or as instructed by the Inpatient Psychiatric Nurse Supervisor. When making rounds remove any items seen which should not be in patient rooms such as a cup, food, or CSU activity items.
39. Perform Housekeeping duties when housekeeper is unavailable i.e., cleaning beds, mopping up spills, cleaning tabletops, etc.
40. Participate in therapeutic recreation activities daily and on weekends.
41. Ensure that patients are aware of programmed activities and encourage participation in scheduled activities.
42. Provide a positive role model for patients and initiate structured and unstructured activities with patients when not participating in programmed activities.

### **Physical Demands:**

Must have satisfactory health, stamina, and strength, as the position necessitates frequent walking, standing, sitting, lifting, and assisting with the restrain of patients when necessary for the safety of the patient and/or others. Good Range of Motion is needed for TEAM Techniques and to quickly intervene in emergency situations. Must have satisfactory vision and hearing to adequately and efficiently perform the requirements of the position. Must have the agility and coordination to participate in-group activities. Must be willing and able to assist in protecting patients from harming themselves and/or others in emergency situations. Good communication skills necessary

### **Physical & Other Requirements:**

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Driving vehicles	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Bending and/or Stooping	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain) Storage of patient bends on shelves at different levels as well as supplies in cabinets above countertops. Reaching also involved with these duties and in Team Techniques. Application of Restraints can involve reaching across a persons' to body to prevent movement during placement of such.	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent

Speaking:  Yes  No  
Hearing:  Yes  No  
Reading Comprehension:  Yes  No  
Repetitive motion with hands, wrists, arms (e.g keyboard, typing, handwriting, etc.)  Yes  No

Ability to lift and carry up to **50** pounds.

Ability to handle stressful situations:  Minimal  Moderate  Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Not Anticipated

**Copy received by:**

\_\_\_\_\_ **Date** \_\_\_\_\_