

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 series 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 management or supervisor as defined in s. 111.81(13) and (19), 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 that spend the majority of the time providing similar support activities to staff, the public, and developmentally disabled patients/residents which are more appropriately classified as Resident Care Technician.
4. Positions that spend the majority of the time providing security of a mental health institute , or within the secure treatment facility of the Department of Health Service which are more appropriately classified as Correctional Officer.
5. 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 series 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 patients within the Department of Health Services. Employees are responsible for the implementation of individual treatment programming designed to bring about positive change in patients who are temporarily assigned from a correctional institution or mentally ill patients including those placed involuntarily or 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 in accordance with applicable hospital or facility regulations and accreditation standards. Work is performed under general supervision and in accordance with established rules, regulations and policies.

Specific work responsibilities may 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/appointments 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 and/or contraband is not manufactured or obtained in the facility
- Applying restraints when necessary to restrain or physically manage disruptive behavior or conduct which is harmful to self or others
- 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 (ADLs) including but not limited to assisting/monitoring showers, handing out supplies, monitoring mealtime, and other Certified Nursing Assistant 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
- Maintaining 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, Sand Ridge Secure Treatment Center, Winnebago Mental Health Institute, and Mendota Mental Health Institute in the Juvenile Treatment Center and maximum security units. In addition to the Psychiatric Care Technician duties, these positions may perform:

- Participating in security prevention teams and response teams; Emergency Response Unit (ERU) and Disturbance Training
- Completing mandatory training and refresher courses in a mental health facility such as POSC, CPM, PREA and/or IOC training.
- Developing and maintaining subject control skills, including verbal de-escalation and physical interventions
- Using incapacitating agents and/or other options on the use of force continuum, up to and including deadly/lethal force and firearms as permitted by policy and necessary to control the situation
- Using firearms
- Enforcing sanctions for rule violations and interventions to manage and control dangerous behavior
- Qualification in the use of weapons including escort or compliance holds, incapacitating agents, electronic control devices, impact weapons and other tools.
- Assisting with transportation of inmates/patients outside institution, including armed escorts
- Preparing disciplinary reports, incident reports, and other documentation of behavior which is dangerous and/or presents a serious risk to order
- Participating in disciplinary committee hearings or meetings which develop interventions related to high risk behavior
- Participating in quelling of disturbances; cell extractions and room entry
- Apprehending escapees utilizing physical interventions and the use of force options
- Performing advocate duties for inmates/patients as defined in Administrative Code
- Performing staff advisor duties
- Training in fire prevention and safety, and qualified use of fire suppression equipment and Scott Air Packs
- 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 (RCT)/Psychiatric Care Technician (PCT) 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.

This classification was modified as a result of the addition of Winnebago Mental Health Institute at the Advanced level effective September 29, 2019 and announced in Bulletin DPM-0503-CC/SC.

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