

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA#

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT CALIFORNIA MEDICAL FACILITY	POSITION NUMBER (Agency - Unit - Class - Serial) 076-220-9761-XXX
UNIT NAME AND CITY LOCATED CMF-PIP, Vacaville, California.	CLASS TITLE Senior Psychiatrist Supervisor
WORKING DAYS AND WORKING HOURS a.m. to a.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO Mental Health Department
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.	

Under the general direction of the Chief Psychiatrist (or the Chief Executive Officer when the Chief Psychiatrist is absent) and with close consultation of the Statewide Chief Psychiatrist, the Senior Psychiatrist Supervisor develops, oversees, and directs the quality and operations of Physician Services within psychiatry for the psychiatric treatment of individuals housed at **CMF-PIP**.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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	ESSENTIAL FUNCTIONS
45%	Leadership and Quality: Develop, oversee, and champion all quality management and quality improvement activities related to Psychiatrist Physician Services within the Mental Health program. Administrative program management including oversight of implementation and monitoring of Mental Health Program Guide requirements as well as court ordered and headquarters procedures. Work collaboratively with other institutional executive department heads in the delivery of a comprehensive and integrated Health Care Program. Coordinate program interface with other departments by attending meetings such as Executive Staff meetings, Quality Management Committee, Local Governing Body, Suicide Prevention and Response Focused Improvement Team meetings, and Pharmacy and Therapeutics Committee meetings. Co-chair the Mental Health Subcommittee. Oversee production of key indicator reports as a means of proof of practice of Psychiatry Services program compliance. Oversee the appropriate use and timely completion of Quality Improvement Plans and Corrective Action Plans related to Psychiatry Services.
30%	Operational Oversight: Ensure the provision of safe, effective, timely, and evidence-based psychiatry services for crisis intervention, inpatient, and outpatient clinical care. Oversee development, revision, and operational compliance with local operating procedures related to the Psychiatrist Physician Services within the Mental Health program. Maintain effective procedures for availability of Physician Services within psychiatry during weekends, holidays, and on-call after hours. Monitor, assess, and improve clinical operations and access to care in partnership with custody, nursing, mental health, laboratory, radiology, pharmacy, and medical administration.
10%	Staff Recruitment/Development: Participate in psychiatric clinical and psychiatric support staff recruitment, hiring, development, and retention programs. Develop, implement, and monitor clear and realistic expectations for psychiatrist psychiatric support staff. Lead Psychiatric Physician Services provider meetings. Encourage and monitor continuous professional development and improvement. Facilitate as needed corrective and/or disciplinary action in conjunction with the Hiring Authority and Health Care Employee Relations Officer. As indicated, serve as a leader in the development or expansion of partnerships with academic psychiatric training programs (e.g., medical schools, psychiatric residencies, and psychiatric fellowships).
5%	Courts/Grievances: Ensures compliance with all regulatory and reporting requirements for relevant reports including those for Penal Code 2602 and 2604 hearings, the Attorney General's Office, the Office of the Special Master, the courts, and others as required. In conjunction with the Health Care Grievance Office, ensure that health care grievances related to Psychiatry Services are completed timely.
5%	Budget: Expenditures for the Psychiatry Services Program are managed appropriately and remain within the institutional budgetary allotment.
5%	Headquarters/Training: When the Chief Psychiatrist is absent, communicate with the Statewide Chief Psychiatrist and the Deputy Director, Mental Health with regard to program activation, policy implementation, compliance matters, and other special requests for information. Attend regional and statewide meetings, traveling as necessary. Responsible for meeting yearly In-Service Training requirements and other departmental trainings. Participation in Continuing Medical Education and other activities required to maintain licensure to practice. Provide direct patient care if necessary.

DUTY STATEMENT

RPA/647- -

% of time	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>SUPERVISORY RESPONSIBILITIES: Directly supervises the Staff Psychiatrists, Psychiatric Nurse Practitioners, and Registry Psychiatrists, as well as Medical Assistants and as allocated support staff (e.g., Health Program Specialist I, Office Technician).</p> <p>QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>EDUCATION and/or EXPERIENCE: Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners. AND: Possession of a valid certificate in psychiatry issued by the American Board of Psychiatry and Neurology or the American Osteopathic Board of Neurology and Psychiatry. AND: Two years of experience as a psychiatrist in a correctional facility, in a psychiatric outpatient clinic or in a diagnostic clinic.</p> <p>LANGUAGE SKILLS: Ability to read, analyze and interpret medical journals, texts, medical records, consultation notes, policies and procedures; interview and provide information to people of varying backgrounds; accurately and clearly complete medical records, abstracts, and other reports; and communicate effectively.</p> <p>MATHEMATICAL SKILLS: Ability to work with concepts such as probability and statistical inference; apply such concepts as fractions, percentages, ratios, and proportions to practical situations; and calculate dosages.</p> <p>REASONING ABILITY: Ability to organize and prioritize work; interpret conflicting or ambiguous information; and analyze situations accurately and adopt an effective course of action.</p> <p>CERTIFICATES, LICENSES, REGISTRATIONS: Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners and possession of a valid license issued by an American Medical Society Board or an American Osteopathic Board as a specialist in one of the fields of medicine, or eligibility for examination for such a certificate as evidenced by a written statement from the Secretary of an American Specialty.</p> <p>OTHER SKILLS AND ABILITIES: Ability to plan and direct the psychiatric activities in an institution. Prepare and supervise the preparation of case histories and the keeping of hospital records; prepare comprehensive medical reports; manage medical emergencies according to community standards of care.</p> <p>OTHER QUALIFICATIONS: Knowledge of principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and developmentally disabled; modern methods and principles of general medicine and neurology and skill in their application; literature and recent developments in the field of psychiatry; principles and practices of clinical psychology and psychiatric social work; principles and techniques of social psychiatric research; modern techniques, practices, and trends in the correction and prevention of delinquency and criminality; principles of effective supervision and personnel management; principles, methods and objectives of training treatment personnel.</p> <p>SPECIAL PERSONAL CHARACTERISTICS: Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; and alertness; and keenness of observation.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p> <p>PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>

Senior Psych

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Occasionally - to stand next to cells and communicate with inmates inside approximately three times per day and to confer with other staff.

Walking: Frequently- to walk from the sally port to the work area at the beginning and end of each day, within the medical offices for meetings and to gather information, within the infirmary or inmate living areas to provide patient care daily, and back and forth to other facilities to attend meetings or access other records.

Sitting: Frequently - to attend meetings or prepare records and reports for periods up to several hours at a time, with the ability to stand and walk as desired, and for briefer periods while interviewing inmates.

Lifting: Occasionally - to handle paperwork and office supplies weighing under one pound, some files weighing several pounds, a couple of files at one time weighing five to ten pounds, and a 15 pound protective vest when working in the AD SEG unit.

Carrying: Occasionally - to move individual files weighing several pounds. A wheeled cart may be used to transport multiple medical files to and from the office. A 15 pound vest is worn in the AD SEG unit.

Bending/Stooping: Occasionally - to reach items in lower drawers.

Reaching in Front of Body: Occasionally to frequently - to acquire supplies from shelves or drawers and to work at a desk taking notes, reviewing files, or answering a telephone.

Reaching Overhead: Occasionally - to obtain supplies from an upper cabinet.

Climbing: Occasionally - to ascend and descend one flight of stairs in and out of medical administration office area to attend meetings, and stairs to second tier of housing units.

Balancing: N/A

Pushing/Pulling: Occasionally - to open and close doors, gates and drawers and to move a wheeled cart carrying medical records.

Kneeling/Crouching: Occasionally - to talk to inmates in the infirmary.

Crawling: N/A

Fine Finger Dexterity: Occasionally to frequently - to take notes, complete forms, operate a computer, and turn pages in files.

Hand/Wrist Movement: Frequently - to perform office tasks including handling paperwork, using a telephone, writing, using a computer and moving files individually or in a wheeled cart and to open and close doors, drawers, and gates.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: N/A

Hearing/Speech: Constantly - to evaluate and diagnose patients, and to maintain awareness and safety.

Sight: Constantly - to review records, evaluate and diagnose patients, and to maintain awareness and safety.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The Senior Psychiatrist works in his/her own enclosed office, as well as in clinic, infirmary and emergency room areas of an inmate housing facility. All of these areas are linoleum covered concrete floors, have florescent lighting and are thermostatically controlled. The Senior Psychiatrist will also go outside to move between facilities, traveling on asphalt and going through sally port areas which are subject to delays. On very rare occasions, the Senior Psychiatrist may go into cell areas or a prison yard to respond to emergencies.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly: Involves 2/3 or more of workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Fumes or Dust: Occasionally to N/A - may be evident in some inmate living areas.

Temperature Extremes: Occasionally - exposed to some outdoor weather conditions when traveling between facilities.

Architectural Barriers: N/A

Working Surfaces: concrete, linoleum, asphalt.

Risks of Electrical Shock: N/A

Toxic or Caustic Chemicals: N/A

Noise or Vibration: N/A

Work in High, Precarious Places: N/A

Blood borne Pathogens: Occasionally - uses proper equipment and patient care procedures to limit exposure to blood and other body fluids in a population with some incidents of hepatitis and HIV.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Usual office equipment, personal computer, telephone, stethoscope, ophthalmoscope, otoscope, laryngoscope, sigmoidoscope, anoscope, electrocardiogram, cardiac monitor,

defibrillator, syringes, scalpels, basic medical supplies, other surgical instruments, gloves, gurney, beeper, telephone, fax machine, cellular phone, whistle, personal alarm, and protective vest.

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE