

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

CLASSIFICATION: PODIATRIST	
Approved by Medical Director – Dr. Withrow Signature: <i>Robert W. Withrow, M.D.</i>	Date Approved: <i>5/1/15</i>

1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES: To have charge of the podiatry work of an institution in a state hospital; examines the feet of clients/patients; diagnoses and treats minor foot ailments; prescribes foot gear and mechanical appliances for the relief of conditions causing foot ailments; gives instruction in the proper care of the feet; keeps clinical records and dictates correspondence

- 74%**
 - Diagnose and treat minor foot ailments
 - Prepare reports, keep clinical records and dictate correspondence as necessary
 - Establish and monitor quality assurance criteria for the monitoring of podiatry care at this facility.
 - Provide minor surgical treatment for infections, ingrown toenails, and soft tissue of the foot.
 - Provide non-surgical treatment to the muscles and tendons of the leg that govern the function of the foot.
 - Fabricate from metal, leather, plastic, felt, or other material, such as orthopedic aids as may be required.
 - Provide patients with instruction in the proper care of feet.
 - Attend physician business and educational meetings, which are held at the hospital
 - Read and evaluate x-rays of the lower extremities.

- 20%**
 - Examine the feet and legs of patients/clients at this facility
 - Provide non-surgical treatment to the muscles and tendons of the leg that govern the function of the foot.

- 4%**
 - Attend Medical Services staff meetings, as requested by either the Program Director (Medical) Services.
 - Provide education and training of the unit staff for evaluation of foot problems.
 - Evaluate and update the hospital Drug Formulary, regarding medication currently being used in the practice of podiatry.
 - Train Radiology Department in the proper weight bearing radiograph techniques, as used in podiatry.

- 2% • Prescribe footgear and/or mechanical appliances for the relief of conditions causing foot ailments.
 • Provide consultation for medical staff regarding foot care, which is provided on the unit.

2. SUPERVISING RECEIVED:

Chief Physician & Surgeon

3. SUPERVISION EXERCISED:

None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Methods, materials, and equipment used in modern podiatry practice; theory and practice of podiatry; modern trends and current literature in the field of podiatry.

ABILITY TO: Apply methods, materials, and equipment in modern podiatry practice; diagnose and treat minor foot ailments; give instruction in proper care of the feet; develop and maintain effective relationships with those contacted in the work.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: None

TECHNICIAN PROFICIENCY (SITE SPECIFIC): None

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.
7. **TRAINING:**
Training Category – 2 – Training Procedure No. 03-11.
The employee is required to keep current with the completion of all required training.
8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.

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5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date