

DUTY STATEMENT

Employee Name:	Position Number: 580-831-7787-005
Classification: Medical Consultant I	Tenure/Time Base: Permanent/Full Time
Working Title: Medical Consultant	Work Location: 3901 Lennane Drive, Suite 210 Sacramento, CA 95834
Collective Bargaining Unit: R16	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Field Operations North Division	Branch/Section/Unit: Statewide Surveyors/Medical Consultant Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan. The Medical Consultant I (MC I) assists the Center by ensuring the work of the surveyors are uniform and in compliance with the state laws and departmental policies. The MC I provides assistance in the development of policies and standards relative to the department's programs related to health care and health care facilities. The job will require periodic travel within California and other states, up to 33% travel is required.

The incumbent works under the general direction of the Medical Consultant II (Supervisor).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 33%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Possession of the legal requirements for the practice of medicine in CA
- Other:

Essential Functions (including percentage of time)

- 35% Provides technical advice to Center staff on the medical aspects of hospital planning, construction licensing, research investigation and surveys conducted by the Center. In addition, the MC I provides technical advice to committees; and consults with statewide professional organizations, community groups, public officials and participates in public forums. Assists with investigations of health facilities, including hospitals, extended care facilities and clinics to evaluate medical staff organization, patient care, utilization review activities, patient transfer agreement mechanism, medical records and the health facility's peer review process. Writes narrative reports based on findings and recommends corrective actions when necessary.
- 20% Plans, develops, and coordinates activities to improve patient care and rehabilitation in nursing homes, hospitals, rehabilitation centers and clinics. Reviews, evaluates, and makes recommendations for improving medical care with special attention to long-term care problems. Plans and carries out demonstration projects, workshops, conferences, and training seminars for physicians, hospital administrators, nursing home administrators, and others concerned with quality of patient care. Coordinates with other consultants toward improving patient care in all categories of facilities.
- 15% Prepares technical reports, papers, and addresses interested agencies, professional and community groups.
- 10% Establishes and maintains liaison and cooperative relationships with professional medical and hospital associations, nursing home administrators, medical schools and training centers, local and state agencies, and staff of related programs in the Department of Public Health.
- 10% Functions as a consultant to department legal staff as well as to the Attorney General's Office and acts as an expert witness in court cases involving health facilities, provides declarations, affidavits, and depositions as may be needed by the legal staff.

Marginal Functions (including percentage of time)

- 5% Assists in the analysis of state and federal legislation and in the preparation of state regulations governing health facilities.
- 5% Through a program of continuing education, retains a current knowledge of medical practice and standards of health care. Performs other job-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
 Approved By: ENA
 Date: 08/2023