

DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS - ATASCADERO

JOB CLASSIFICATION: PSYCHOLOGIST  
PROGRAM (*Fill in Program*)

STAFF MEMBER NAME:

UNIT:

**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Under the supervision of the Chief Psychologist and/or Senior Psychologist, Supervisor, applies psychological knowledge and techniques to the assessment, management, and treatment of mental disorders and developmental disabilities for judicially committed male adults; conduct various forms of group and individual therapy; complete psychological and behavioral evaluations; develop behavioral interventions; construct case formulations and progress notes; participate on a Treatment Team; evaluate clinical programs; provide training; and serve as consultants. Services are provided in accordance with generally accepted professional standards of care and as required by the hospital and DSH Psychology Manual.

**30% PSYCHOLOGICAL ASSESSMENT AND DIAGNOSTIC FORMULATION**

- A. For every patient, **complete an Admission Psychological Assessment (APA)** within seven (7) days, conduct comprehensive diagnostic evaluations, and recommend and carry out assessments in a timely fashion **to further delineate and clarify psychiatric and psychological diagnoses.**
- B. Complete Suicide Risk Assessments (SRA) on all patients within seven (7) days of admission or within 24 hours if the patient is positive on the Suicide Risk Screen completed by Psychiatry, if designated to perform this assessment. Provide follow up assessments of suicide risk as clinically indicated and required by the SRA protocol.
- C. **Conduct intellectual and cognitive assessments of all patients when clinically indicated.**
- D. When clinically indicated or required, **conduct psychological assessments** which is to be documented within the specified timelines and in the approved DMH format.
- E. **Responsible for creating and monitoring behavioral interventions** as clinically necessary.
- F. **Provide timely feedback to the patient, the results of psychological assessments and evaluations and complete appropriate documentation of this interaction.**

Duty Statement - Psychologist

- G. On request by another team member or when indicated, evaluate patients for risk of harm and when necessary to protect self or others order enhanced observation.

**30% Treatment Team Duties**

- A. Develop treatment plans and complete associated team conference reports and plans as required, including case formulations. Attend and participate in team conferences, mini-team conferences and other progress reviews and dispositional staffings.
- B. Participate in the daily AM/PM shift change meetings, exchanging pertinent information on patients.
- C. As requested by the Program Management, participate as a member of program-wide planning teams or work groups.
- D. Ensure that a patient's treatment plan is sensitive to cultural and age-specific issues.

**30% DELIVERY OF TREATMENT SERVICES**

- A. Provide up to 6 hours of group treatment to patients. Provide other direct crisis intervention or psychotherapeutic services to patients as clinically indicated and consistent with clinical privileges and professional expertise. Clinical services are expected to be evidence-based or well-grounded in clinical practice.
- B. Provide individual therapy as indicated by the clinical needs of the patients and consistent with objectives agreed upon by the patient and the treatment team, and consistent with areas of clinical privilege and expertise.
- C. Work with nursing staff and other service providers to develop and assist with training of level of care staff and other treatment team members on behavioral intervention requirements when first implemented and on an on-going basis as clinically indicated.
- D. Document all interventions and services provided to patients.

**10 % PROFESSIONAL RESPONSIBILITIES**

- A. For pre-licensed or licensed psychologists who are acquiring a new privilege, develop and submit an approved clinical supervision plan before delivering privileged services.
- B. If qualified, licensed psychologists provide clinical supervision to pre-doctoral interns and unlicensed professionals as requested by the Chief Psychologist.**

Duty Statement - Psychologist

- C. Attend regular meetings of the Psychology Department and participate in on-going quality assurance and improvement activities of the Hospital and Medical Staff as assigned.
- D. Complete required continuing education requirements and actively seek learning opportunities for professional growth and development.
- E. Complete other duties as assigned by the Chief of Psychology or delegated Senior Psychologist Supervisor or administrative supervisor.

**2. SUPERVISION RECEIVED**

Chief Psychologist and/or delegated Senior Psychologist, Supervisor

**3. SUPERVISION EXERCISED**

- A. May provide training and supervision of interns, when appropriate, as assigned.
- B. May provide clinical guidance to other staff members who are learning to deliver specific therapeutic and rehabilitation services or active treatment interventions.
- C. May assist in the orientation and proctoring of new staff.

**4. KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Psychological theories and research; principles, techniques, and problems in developing and coordinating a specialized psychological treatment program; principles, techniques, and trends in psychology with particular reference to normal and disordered behavior; human development, motivation, personality and learning, individual differences, adaptation and social interaction; methods for the assessment and modification of human behavior; characteristics and social aspects of mental disorders and retardation; research methodology and program evaluation; institutional and social process; group dynamics; functions of psychologists in various mental health services; current trends in the field of mental health; professional training; community organization and allied professional services.

**ABILITY TO:**

Plan, organize, and work in a specialized psychological treatment program involving members of other treatment disciplines; provide professional consultation and program leadership; teach and participate in professional training; recognize situations requiring the creative application of technical skills; develop and evaluate creative approaches to the assessment, treatment, and rehabilitation of mental disorders, to the conducting of research and to the development and direction of a psychological program; plan, organize, and conduct research, data analysis and program evaluation; conduct assessment and psychological treatment procedures; secure the

Duty Statement - Psychologist

cooperation of professional and lay groups, analyze situations accurately and take effective action; and communicate effectively.

## **5. REQUIRED COMPETENCIES**

### **INFECTION CONTROL**

Apply knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

### **SAFETY**

Actively support a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

### **AGE SPECIFIC**

Demonstrate knowledge of growth and development commensurate with the age group of the patients served and apply that knowledge in the delivery of services.

### **Therapeutic Strategy Interventions**

Apply and demonstrate knowledge of correct methods in therapeutic strategy interventions (TSI).

### **RESTRAINT/SECLUSION**

Demonstrate knowledge of criteria for use of, and appropriately uses, applies, and removes, restraint and/or seclusion.

### **CULTURAL AWARENESS**

Demonstrate awareness to multicultural issues in the workplace that enable the employee to work effectively.

### **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

### **SITE SPECIFIC COMPETENCIES**

#### **Commitment Laws and Processes**

Demonstrate understanding of the commitment processes for patients residing on the unit(s) and for whom services are provided.

For those committed pursuant to the Mentally Disordered Offender and Not Guilty by Reason of Insanity laws, understand the MDO/NGRI commitment processes and criteria; promote the benefits of the Conditional Release Program (CONREP), CONREP placement, and instruct/reinforce teachings of the law and CONREP's acceptance criteria.

Possess knowledge of the laws pertaining to mentally ill prisoners.

Duty Statement - Psychologist

Able to collaborate with external entities relative to discharge dispositions including Conditional Release Programs, Board of Parole Hearings, Superior Courts, Parole agencies and California Department of Corrections and Rehabilitation.

**RELATIONSHIP SECURITY**

Promote the safety and treatment potential gained from the establishment and monitoring of appropriate therapeutic staff/individual interactions.

**TECHNICAL PROFICIENCY**

Demonstrate competence in assessment procedures necessary to produce reliable and valid findings. Possess basic computer skills.

**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 Service. Employees in this classification must:

- Possess a valid license as a psychologist issued by the California Board of Psychology and/or possess an earned doctorate degree in psychology from an educational institution meeting the criteria of Section 2914 of the Medical Board of California’s Business and Professions Code.

**7. TRAINING**

Training Category = 3

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS**

Assigned work hours are 8:00 a.m. to 4:30 p.m., unless the supervisor approves modified hours. Employees are expected to work an average of forty (40) hours per week over a twelve (12) month period. Working an alternate work schedule is granted according to the needs of the facility. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

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Psychologist

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Date

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Senior Psychologist, Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Psychology

\_\_\_\_\_  
Date