

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT Pelican Bay State Prison (PBSP)	POSITION NUMBER (Agency – Unit – Class – Serial) 394-213-8239-001				
UNIT NAME AND CITY LOCATED Medical Services – Crescent City, CA	CLASSIFICATION TITLE Receiver's Medical Executive (Safety)				
	WORKING TITLE Chief Medical Executive				
	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP E	CBID M16	TENURE LT	TIME BASE FT
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 5905 Lake Earl Drive, Crescent City, CA 95531				
INCUMBENT (If known)	EFFECTIVE DATE				

California Correctional Health Care Services (CCHCS) is committed to building and maintaining a culturally diverse workplace. We believe cultural diversity and backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported, and we believe all staff should be empowered. We are proud to foster inclusion and representation in all levels of the CCHCS.

CCHCS values all team members. We work cooperatively with team members and others to enable CCHCS to provide the highest level of service possible. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of CCHCS mission.

PRIMARY DOMAIN:

Under the direct supervision of the Chief Executive Officer and the clinical supervision of the Deputy Medical Executive, this position is the highest-ranking physician leader within a California Department of Corrections and Rehabilitation (CDCR) adult institution. Assumes comprehensive 24-hour and 7-day (24/7) accountability for the operations and delivery of all patient care services throughout a CDCR institution or designated institutions. Assigns work and specific cases; consults on critical cases, and monitors institution admissions and discharges. May perform medical care of patients within an institution, as necessary.

% 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. (Use addition sheet if necessary)
-----------------------------	--

ESSENTIAL FUNCTIONS**50%**

Plans, organizes, directs and evaluates all provider activity within the institution and ensures compassionate, safe, effective, timely, efficient and equitable patient-centered care in conjunction with other health care discipline managers, and in coordination with custody. Develops and maintains a competent provider team to deliver evidence-based patient-centered care. Participates in medical staff recruitment and retention programs. Participates directly in the selection of key patient care positions assigned to the institution. Develops, implements and monitors clear and realistic performance expectations; issues letters of instruction and counselling memoranda, effectively recommends formal disciplinary action to the institution Chief Executive Officer, and upon delegation from the Chief Executive Officer, takes appropriate disciplinary action.

30%

Develops and maintains an on-going program to deliver, monitor, evaluate, and improve the quality and appropriateness of all medical patient care in the Institution. Assists with the development of medical patient care policies, procedures, and protocols to standardize and promote effective health

<p>10%</p> <p>10%</p>	<p>care delivery and to achieve and maintain compliance with mandated litigation, address local operational issues, impacting health care contract administration and other local and statewide regulatory agencies. Ensures compliance with all federal, State and county regulations, laws and policies and procedures essential in the management of a licensed facility (i.e., Title 22). Identifies problems and implements solutions for operational and organizational issues pertaining to medical patient care. Directs quality improvement teams and ensures that patient care audits are conducted on an on-going basis, including the development and implementation of corrective actions plans.</p> <p>Promotes public relations with community health care providers. Reviews, approves and coordinates the transfer of patients between institutions and to outside medical facilities to ensure appropriateness and effective utilization of health care beds within an institution.</p> <p>Participates in the assessment and monitoring of productivity, workload, administrative and support systems, and internal reporting relationships as directed; identifies and makes recommendations for improvement and assists in the implementation of changes. Assists with the formulation of operational and capital budgets and makes decisions or effectively recommends a course of action with regard to management of the institution’s medical services budget. Other duties deemed necessary to operate the California Correctional Health Care Services.</p>
	<p>KNOWLEDGE AND ABILITIES Required core competencies include:</p> <ul style="list-style-type: none"> • Professional/technical expertise, including knowledge of modern principles and practices of general medicine and surgery and skill in their application; modern hospital administration and management; and principles and techniques used in the diagnosis and treatment of mental diseases. Ability to plan and direct the medical, surgical, dental and psychiatric activities in an institution and instruct nurses in routine procedures; diagnose and treat a wide variety of diseases and injuries; prepare and supervise the preparation of case histories and the keeping of hospital records; prepare comprehensive medical reports; analyze situations accurately and adopt an effective course of action. • Customer and patient focus • Teamwork • Valuing diversity • Managing performance • Leadership • Planning and organizing • Organizational savvy • Process improvement • Developing others • Managing change • Strategic view • Assessing talent • Relationship building • Negotiating • Handling Conflict • Oral Communication <p>DESIRABLE QUALIFICATIONS Clinical experience in a correctional facility; and experience in health care system and program design and development.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p>

<p>Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and wellbeing or that of their fellow employees, forensic clients, patients, inmates, or the public.</p> <p>SPECIAL PERSONAL CHARACTERISTICS Incumbents must possess the willingness to work in a correctional facility; possess a sympathetic and objective understanding regarding the problems of inmate patients; and be tactful and patient.</p>		
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>		
<p>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.</p>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE