DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of
State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name	**Division**			
Position No / Agency-Unit-Class-Serial	**Unit**			
Class Title Chief Physician and Surgeon	**Location**			
Subject to Conflict of Interest ☒Yes ☐No	**CBID** M16	**Work Week Group:** SE	**Pay Differential**	**Other**

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions:
Under the direction of the Medical Director, the Chief Physician and Surgeon is responsible for:

% 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; percentage must total 100%. (Use additional sheet if necessary).**
35%	Assists in the supervision necessary to maintain high standards of general medical care and treatment in the different units within the hospital and for all specialty, subspecialty and outside medical services. Supervises the work of medical staff and assists in the coordination of their activities with those of the Nursing, Psychology, Social Work, Rehabilitation Therapy departments, and other ancillary services. Manages and supervises physician and surgeons. Assigns patients and/or units, creates work schedules including MOD shifts, and provides consultation on difficult cases Advises staff, either individually or by presiding at ward, and attends diagnostic and clinical conferences on appropriate treatment techniques for specific cases. Encourages research by staff members, reviews plans for research projects, and recommends their approval to the Assistant Medical Director for Medical Care. Serves as consultant to staff members on unusual or difficult medical problems. Organizes ongoing educational program for primary care providers and trainees through lectures and clinical workshops. Trains and evaluates the performance of personnel and takes or recommends appropriate action; assigns medical officers to shifts and posts including officer-of-the-day and weekend duty.

	Identifies outside medical facilities and medical specialists for needed services; works with Contracts staff to execute agreements. Monitors and evaluates all specialty referrals and clinical procedures using Interqual when available; ensures their quality and appropriateness, including documentation and timeliness. Serves as the primary liaison between the hospital and all external medical and related services, including contract laboratories and external medical facilities and providers.
25%	Informs the Assistant Medical Director on such matters as new or improved techniques developed by the staff or by other medical personnel, trends in the incidence of disease, and needs for new or improved medical service. Presents recommendations to the Assistant Medical Director on such matters as hospital policy, new forms of treatment, the need for equipment and facilities, and personnel and budgeting. Provides leadership to Public Health and Infection Control Program including Antibiotic Stewardship Program. Reviews clinical records of patients to ensure their adequacy and proper administration; makes regular ward rounds, special teaching rounds, and inspection tours to observe professional services given and the enforcement of hospital regulations. Manages and supervises physician and surgeons. Assigns patients and/or units, creates work schedules including MOD shifts, and provides consultation on difficult cases. Informs the chief medical officer on such matters as new or improved techniques developed by the staff or by other medical personnel, trends in the incidence of disease, and needs for new or improved medical service. Reviews clinical records of patients to ensure their adequacy and proper administration.
20%	Provides direct medical care as needed when other clinicians are not available to meet the needs of the hospital forensic patients/employees.
10%	As assigned, is responsible to ensure that performance standards are met as required both by hospital policy and relevant State laws. This compliance shall be reflected in timely, accurate and appropriate employee evaluations that reflect essential duties as stated in the duty statement. Employee evaluations shall verify completion of annual physical and current licensure when applicable.

	Criteria-Based Performance Appraisal and duty statement input will be incorporated into evaluation where indicated
10%	Other duties as assigned.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. Incumbent will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability. **Statement of Economic Interests / Form 700 Requirements:** The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict-of-interest code. Your Form 700 is due within 30 days of assuming office/position, annually, and within 30 days of leaving office/position. The annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about April 1 of each year. The statements must be submitted to the hospital Filing Officer. These statements are public access documents. You will receive reminders from the hospital Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the hospital Filing Officer. **Ethics Training and Compliance:** Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 designated position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the hospital Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the hospital Filing Officer. I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable

	accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ _____ Employee's Signature Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ _____ Supervisor's Signature Date