

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

<b>CLASSIFICATION: SENIOR PSYCHIATRIST (SPECIALIST)</b>
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<b>Approved by Medical Director – Dr. Withrow</b>	<b>Date Approved:</b>
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Signature: <i>Robert P. Withrow, M.D.</i>	3/30/15
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- 1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Provide advanced journey level psychiatric services to mentally ill patients; and to do other related work.

**60% CLINICAL:**

1. Perform psychiatric evaluations.
2. Provide leadership of the ID team in formulating diagnosis according to the DSM-IV-TR, and treatment plans based on identified clinical problems, consistent with Department of Mental Health (DMH) and Coalinga State Hospital (CSH) guidelines and policies.
3. Write orders for admission, transfer, discharge, medications, restraints and seclusion, suicide precautions, etc., as indicated, according to current DMH and CSH guidelines and policies. Evaluates effects of medication on physical and mental status of patients.
4. Meet at least monthly with each patient to review their physical and mental status and medication. Meet with each patient and review their clinical condition, diagnosis, treatment and prognosis every 60 or 90 days in conjunction with their scheduled treatment planning conference. Participate in the unit's shift change meetings to exchange information about patients and their treatment and to promote directions as needed.
5. Provide individual and group psychotherapy.
6. Provide consultation on psychopharmacology and restraint/seclusion issues when so requested.
7. Interact with unit staff and patients on a variety of daily psychiatric issues, i.e., individuals who request to meet with the psychiatrist or who are referred by staff because of change of status, behavioral changes, or deterioration in functions.
8. Evaluate assaultive incidents.

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9. Evaluate and attend to suicide threats, attempts, or self-harm.
10. Provide progress notes, Recommended Continuing Care Plan/Discharge Summary, and other documentation as required by the Mental Health Documentation System.
11. Meet with patients and families as indicated.
12. Prepare court reports whenever indicated.
13. Appear and provide expert testimony in Superior Court whenever subpoenaed to do so.
14. As permitted by law or with patient=s approval, responds to and discusses appropriate matters with qualified others such as lawyers, judges, probation officers, community mental health workers, etc.

**20% FORENSIC:**

1. Establish and provide forensic training seminars for staff in the Department of Psychiatry.
2. Provide part-time consultative services for Forensic Services Department, including Keyhea referrals, and other special consults as needed.
3. Provide consultant training to Programs and Departments in the hospital as requested.

**20% ADMINISTRATIVE:**

1. Participate in medical staff activities and serve on committees.
2. Advise and assist the Executive Director and/or the Medical Director, as requested, on hospital administration issues.
3. Meet regularly with program management and review program goals, plans, treatment issues, and effectiveness.
4. Participate in unit management meetings involving patient issues and maintenance of therapeutic milieu.
5. Participate in continuing medical education and in approved research.

6. Provide in-service training such as lectures and informal talks or consultations with staff.
7. May supervise Residents, Fellows, and other trainees.
8. Provide preceptorship or proctorship for new Staff Psychiatrists.
9. Participate in statewide committee meetings whenever assigned.
10. Carry out other duties and assignments as directed by the Medical Director and/or the Program Director.

**2. SUPERVISING RECEIVED:**

Medical Director

**3. SUPERVISION EXERCISED:**

None

**4. KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:** Principles and methods of psychiatry, general medicine, and surgery, and skill in their application; current developments in the field of psychiatry; mental hospital organization and procedures; principles and application of psychiatric social work, clinical psychology, physical therapy, various rehabilitation therapies, and other ancillary medical services; principles and techniques of psychiatric research; principles and practices of effective supervision and directing the work of others.

**ABILITY TO:** Direct the work of others; instruct in the principles and practices of psychiatry; interpret laboratory analyses and x-rays; prepare and supervise the preparation of case histories and the keeping of hospital records; analyze situations accurately and take effective action.

**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:** Effectively complete forensic evaluations and court testimony. Provide useful supervision and dictate information to trainees and others.

**TECHNICIAN PROFICIENCY (SITE SPECIFIC):** Maintain knowledge of appropriate state laws, rules and regulations as needed for the hospital forensic workload.

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.
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.

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Employee Signature

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Print Name

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Date

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Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date