

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

DUTY STATEMENT		RPA	EFFECTIVE DATE:
CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)	
UNIT NAME AND CITY LOCATED Medical Services		CLASS TITLE Physician & Surgeon, Correctional Facility (Internal Medicine/Family Practice)	
WORKING DAYS AND WORKING HOURS a.m. to p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency – Unit – Class – Serial)	
<p>YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.</p> <p>Under the general direction of the Chief Physician & Surgeon, Correctional Facility (CF), the Physician & Surgeon, CF (Internal Medicine/Family Practice [IM/FP]), CF provides medical care to patients in a correctional facility. The Physician & Surgeon, CF (IM/FP), performs medical assessments and provides medical treatment for assigned patients as appropriate and authorized by the medical license and consistent with Department policies, procedures, and clinical guidelines. The Physician & Surgeon, CF (IM/FP) provides clinical consultation and support to Advanced Practice Providers and instructs nursing and other clinical staff on medical protocols and adheres to professional medical standards of care. The Physician & Surgeon, CF (IM/FP) is assigned on call duties.</p>			
% 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			
55%	Provides primary care and other medical services to assigned patients and makes appropriate clinical decisions. Examines patients, diagnoses illness or injury, and prescribes and administers medical treatments; reviews health records, admits patients to an in-patient clinic, completes admission history and physical examinations, leads and facilitates daily huddles, performs daily rounds, completes discharge summaries, and coordinates follow-up care with other health care staff. Orders and interprets laboratory and imaging studies; writes prescriptions; and counsels patients related to medical condition. Performs disability evaluations and determines suitability for duty assignments. Performs minor procedures, delivers urgent and emergency care, and performs specialty examinations or consults as assigned including patients referred to higher levels of care for psychiatric and behavioral reasons. Provides medical care to assigned panel of patients with a spectrum of clinical risk and complexity and clinically supervises medical care provided to the higher risk and more complex patients by other care team members. Reviews and responds to <i>Patient Health Care Appeals</i> (CDCR 602HC). Responds to medical emergencies within the prison.		
20%	Documents detailed assessments and treatments provided and reassesses and modifies the clinical management plans as appropriate. Provides professional and collegial clinical supervision of Advanced Practice Providers, Medical Assistants, nursing staff, and other health care staff, and instructs in the principles and practices of general medicine and surgery.		
20%	Participates in multidisciplinary care conferences and professional practice and process improvement meetings including but not limited to the Daily Huddles, Population Management Working Sessions, Quality Management Subcommittees, and Peer Review forums. Effectively uses the Electronic Health Record System, patient registries, and other care tools. Attends training and continuing education sessions as directed by management.		
5%	Performs other duties as required.		

KNOWLEDGE AND ABILITIES

Knowledge of: Methods and principles of internal or family medicine and skill in their application; methods and principles of surgery and skill in their application; recent developments in internal or family medicine and surgery; hospital organization and procedure; psychiatric social work, physical therapy, and the various rehabilitation therapies; and methods of diagnosing and treating mental disorders.

Ability to: Examine, diagnose, and treat physical and mental disorders; interpret laboratory analyses and x-rays; direct the work of ancillary medical personnel; instruct in the principles and practices of general medicine and surgery; prepare and supervise the preparation of case histories; and analyze situations accurately and adopt an effective course of action.

LICENSE REQUIREMENT

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

SPECIAL PERSONAL CHARACTERISTICS

Empathetic understanding of patients in a State correctional facility; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience; and emotional stability.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

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.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE