

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 Medical Services			
Position No / Agency-Unit-Class-Serial	Unit Forensics			
Class Title SENIOR PSYCHIATRIST (SUPERVISOR)	Location DSH-Coalinga			
Subject to Conflict of Interest ☐ Yes ☒ No	CBID	Work Week Group:	Pay Differential	Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the general direction of the Medical Director, the Senior Psychiatrist Supervisor oversees Forensics' Psychiatry Fellowship Program; supervises Staff Psychiatrists (Safety) and other professional personnel who are providing forensic evaluations; provide psychiatric care to persons with developmental or mental disorders; provide psychiatric services to such patients; and do other related work. Oversees academic curricula in accordance with accreditation standards; manages contracts relating to necessary clinical and academic opportunities. Performs other forensic psychiatry duties as directed by the Medical Director.				
% 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).			
45%	Administers and maintains the Staff Psychiatrists (Safety) participating in the Forensic Psychiatry Fellowship Program, conducive to educating the fellows in each of the Accreditation Council for Graduate Medical Education (ACGME) competency areas. Duties shall be in accordance with the ACGME program requirements. Oversees and ensures the quality of didactic, forensic, and clinical education in the program; approves the selection of program faculty as appropriate; evaluates program faculty; approves the continued participation of program faculty based on evaluation; monitors fellow supervision within the program; monitors the need for and ensures the provision of backup support systems when patient care responsibilities are unusually difficult or prolonged. Provides indirect, program supervision to the Fellowship Program Coordinator, and provides direct supervision to the fellows (Staff Psychiatrists).			
25%	Performs forensic psychiatry duties as directed by Chief of Forensics, including but not limited to performing forensic evaluations, testifying in Court, providing forensic psychiatric analysis, forensic psychiatric research, special projects, and/or administrative tasks.			

15%	Prepares and submits all information required and requested by the ACGME; actively participates in and contributes to the establishment and development of relevant academic affiliations for the purposes of education and training opportunities within the program; ensures compliance with grievance and due process procedures as set forth in the Institutional Requirements implemented by the sponsoring institution; provides verification of residency education for all fellows, including those who leave the program prior to completion; complies with the sponsoring institution's written policies and procedures, including those specified in the Institutional Requirements, for selection, evaluation, and promotion of fellows, disciplinary action, and supervision of fellows; is familiar with and comply with ACGME and Review committee policies and procedures as outlined in the ACGME Manual of Policies and Procedures.
10%	Advises faculty and fellows regarding the teaching and mentorship of residents in regards to forensic evaluation, diagnoses and treatment of patients and other areas of psychiatric practice as indicated. Provides faculty scientific information as indicated for up to date resident education and training. Provide direct patient care or forensic evaluation where applicable or indicated.
5%	Other duties as required.
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. 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