

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: BL	Date: 12-23-2024
Employee Name	Division Medical Director		
Position No / Agency-Unit-Class-Serial 455-211-9873-XXX	Unit Psychology Department		
Class Title Psychologist (Safety)	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R19	Work Week Group E	Class Ranges U & V

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the supervision of the Chief Psychologist and/or Senior Psychologist, Supervisor, applies psychological knowledge and techniques to the assessment, management, and treatment of mental disorders and developmental disabilities for judicially committed male adults; conducts various forms of group and individual therapy; completes psychological and behavioral evaluations; develops behavioral interventions; constructs case formulations and progress notes; participates on a Treatment Team; evaluates clinical programs; provides training; and serves as a consultant. Services are provided in accordance with generally accepted professional standards of care and as required by the hospital and DSH Psychology Manual. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

30%	PSYCHOLOGICAL ASSESSMENT AND DIAGNOSTIC FORMULATION For every patient, complete an Admission Psychological Assessment (APA) within seven (7) days, conduct comprehensive diagnostic evaluations, and recommend and carry out assessments in a timely fashion to further delineate and clarify psychiatric and psychological diagnoses. Complete Suicide Risk Assessments (SRA) on all patients within seven (7) days of admission or within 24 hours if the patient is positive on the Suicide Risk Screen completed by Psychiatry, if designated to perform this assessment. Provide follow up assessments of suicide risk as clinically indicated and required by the SRA protocol. Conduct intellectual and cognitive assessments of patients when clinically indicated. When clinically indicated or required, conduct psychological assessments and document within the specified timelines and in the approved DSH format. Create and monitor behavioral interventions as clinically necessary. Provide timely feedback to the patient, the results of psychological assessments and evaluations and complete appropriate documentation of this interaction. When indicated, evaluate patients for risk of harm to self or others. Order enhanced observation as indicated.
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30%	TREATMENT TEAM DUTIES Develop treatment plans and complete associated team conference reports and plans as required, including case formulations. Attend and participate in team conferences, mini-team conferences and other progress reviews and dispositional staffings. Participate in the daily AM/PM shift change meetings, exchanging pertinent information on patients. As requested by the Program Management, participate in program-wide planning teams or work groups. Ensure that each patient's treatment plan is sensitive to cultural and age-specific issues.
30%	DELIVERY OF TREATMENT SERVICES Provide up to 6 hours of group treatment to patients per week. Provide other direct crisis intervention or psychotherapeutic services to patients as clinically indicated and consistent with clinical privileges and professional expertise. Clinical services are expected to be evidence-based or well-grounded in clinical practice. Provide individual therapy as indicated by the clinical needs of the patients and in a manner consistent with objectives agreed upon by the patient and the treatment team, and within areas of clinical privilege and expertise. Work with nursing staff and other service providers to develop and assist with training level of care staff and other treatment team members to support implementation and success of behavioral interventions . Document all interventions and services provided to patients. Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI). Assist in the maintenance of a safe and secure environment through response to physical assaults, escape attempts or other major patient disturbance, and assist in the management of the conduct of the patients.
10%	PROFESSIONAL RESPONSIBILITIES For pre-licensed or licensed psychologists who are acquiring a new privilege, develop and submit an approved clinical supervision plan before delivering privileged services. If qualified, licensed psychologists provide clinical supervision to pre-doctoral interns and unlicensed professionals as requested by the Chief Psychologist. Regularly attend Psychology Department meetings and participate in on-going quality assurance and improvement activities of the Hospital and Medical Staff as assigned. Complete required continuing education requirements and actively seek learning opportunities for professional growth and development. Complete other duties as assigned by the Chief of Psychology or delegated Senior Psychologist Supervisor or administrative supervisor.
Other Information	Supervision Received: Chief Psychologist and/or delegated Senior Psychologist, Supervisor

Supervision Exercised:

May provide training and supervision of interns, when appropriate, as assigned. May provide clinical guidance to other staff members who are learning to deliver specific therapeutic and rehabilitation services or active treatment interventions. May assist in the orientation and proctoring of new staff.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Psychological theories and research; principles, techniques, and problems in developing and coordinating a specialized psychological treatment program; principles, techniques, and trends in psychology with particular reference to normal and disordered behavior; human development, motivation, personality and learning, individual differences, adaptation and social interaction; methods for the assessment and modification of human behavior; characteristics and social aspects of mental disorders and retardation; research methodology and program evaluation; institutional and social process; group dynamics; functions of psychologists in various mental health services; current trends in the field of mental health; professional training; community organization and allied professional services.

ABILITY TO:

Plan, organize, and work in a specialized psychological treatment program involving members of other treatment disciplines; provide professional consultation and program leadership; teach and participate in professional training; recognize situations requiring the creative application of technical skills; develop and evaluate creative approaches to the assessment, treatment, and rehabilitation of mental disorders, to the conducting of research and to the development and direction of a psychological program; plan, organize, and conduct research, data analysis and program evaluation; conduct assessment and psychological treatment procedures; secure the cooperation of professional and lay groups, analyze situations accurately and take effective action; and communicate effectively and professionally.

REQUIRED COMPETENCIES**ANNUAL HEALTH REVIEW**

All employees are required to have an annual health review and TB test or whatever 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 for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety

	vigilance in the identification of safety or security hazards. CPR Maintain current certification as indicated by local facility. THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI). DIVERSITY, EQUITY, AND INCLUSION Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients. PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws. THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY Demonstrate professional interactions with patients and maintain therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations. SITE SPECIFIC COMPETENCIES Commitment Laws and Processes Demonstrate understanding of the commitment processes for patients residing on the unit(s) and for whom services are provided. For those committed pursuant to the Offender with a Mental Health Disorder and Not Guilty by Reason of Insanity laws, understand the OMD/NGRI commitment processes and criteria; promote the benefits of the Conditional Release Program (CONREP), CONREP placement, and instruct/reinforce teachings of the law and CONREP's acceptance criteria. Possess knowledge of the laws pertaining to mentally ill prisoners. Able to collaborate with external entities relative to discharge dispositions including Conditional Release Programs, Board of Parole Hearings, Superior Courts, Parole agencies and California Department of Corrections and Rehabilitation. TECHNICAL COMPETENCIES Demonstrate competence in assessment procedures necessary to produce reliable and valid findings. Possess basic computer skills. LICENSE OR CERTIFICATION N/A
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	TRAINING CATEGORY - 2 The employee is required to keep current with the completion of all required training. PHYSICAL DEMANDS – See attached WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. 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.
	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 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 _____ Reviewing Supervisor's Signature _____ Date

Physical Requirements of Position
Psychologist/Psychologist-Bilingual (9873)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmate, patients, or clients				X		
With co-workers			X			
Supervising staff		X				
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing		X				
Running	X					
Walking			X			
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)		X				
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping	X					
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					