

DUTY STATEMENT

	RPA	EFFECTIVE DATE:
CDCR INSTITUTION OR DEPARTMENT California State Prison–Sacramento	POSITION NUMBER (Agency – Unit – Class – Serial) 284-220-9287-	
UNIT NAME AND CITY LOCATED California Correctional Health Care Services	CLASS TITLE Senior Psychologist Specialist	
WORKING DAYS AND WORKING HOURS	SPECIFIC LOCATION ASSIGNED TO	
PROPOSED INCUMBENT (If known)		

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.

Under the general direction of the Chief Psychologist or Senior Psychologist, CF (Supervisor), the Senior Psychologist, CF (Specialist) performs as the clinical systems expert and provides psychological consultation relating to the institution's health care performance management programs and processes. The incumbent serves as an advisor to institution executives, and acts as a liaison with the Statewide Quality Officer and Quality Management Section staff, statewide executives in various disciplines, other Institution Chief Quality Officers (CQO), and other stakeholder groups as appropriate.

ESSENTIAL FUNCTIONS

- 60%** Review, evaluate, and perform clinical studies and assessments to facilitate high quality mental health treatment, which may include:
- Provide consultation to mental health program management regarding implementation of the mental health quality management system.
 - Provide training to staff of all disciplines.
 - Oversight of the institution's lock up (Administrative Segregation Unit and Psychiatric Services Unit) certification metrics, audits, and requirements.
 - Collaborate with other health care professionals to implement a network of improvement committees to oversee quality management system and manage improvement activities within the institution.
 - Provide data on performance trends, including findings from audits, surveys, and reviews, to inform priority-setting within the quality management system.
 - Coordinate and initiate/revise procedures and policies to ensure compliance with existing and new regulations, guidelines, etc.
 - Provide psychological assessment of incarcerated patients for the purposes of determining diagnosis, developmental disability, and treatment plan needs.
 - Coordinate systems required to ensure inmate-patients are housed at the appropriate level of mental health care including review of documentation, interdisciplinary treatment team decision-making processes, and coordination with internal and external departments.
 - Develop and communicate interdisciplinary treatment plans for patients who present with disruptive, destructive, and dangerous behavior.
 - Conduct self-harm reviews and psychological treatment assessments.
- 20%** Monitor implementation of quality improvement initiatives, including corrective action plans, and training initiatives. Provide data required for internal and external stakeholders to monitor the quality of the institution's mental health treatment program. Provide training for new employees and intern/practicum students. Directly facilitate quality improvement activities, demonstrating approaches and techniques. Participate in risk management and safety activities. Design staff development programs and decision support tools to build quality improvement capacity at the institution.

ESSENTIAL FUNCTIONS – continued

- 15%** Serve as a subject matter expert, coach, and quality improvement information resource to staff. Advise health care staff on quality management and patient safety standards and requirements. Build collaborative relationships with department leadership and members. Provide leadership with information and guidance to prioritize and address quality and performance issues. Effectively facilitate and make presentations; communicate information to various levels of the organization through the use of strong written and verbal skills.
- 5%** Perform other related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles, techniques, and trends in psychology with particular reference to normal and disordered behavior, human development, motivation, personality, learning, individual differences, adaptation, and social interaction; methods for the assessment and modification of human behavior; forensic psychology; characteristics and social aspects of mental and developmental disabilities; research methodology and program evaluation; institutional and social process, group dynamic, functions of psychologists in various mental health services, current trends in the field of mental health; professional training; and community organization and allied professional services.

Ability to:

Provide professional consultation; 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 disabilities, to the conduct of research, and to the development and direction of a psychology program; plan, organize, and conduct research, data analysis, and program evaluation, conduct the more difficult assessment and psychological treatment procedures; analyze situations accurately and take effective action, and communicate effectively.

Special Personal Characteristics:

Empathetic understanding of patients of a State Correctional Facility, willingness to work in a State correctional facility; scientific and professional integrity; emotional stability; patience; alertness; tact; and keenness of observation.

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.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Possession of a valid license as a Psychologist issued by the California Board of Psychology and possession of an earned Doctorate Degree in Psychology from an educational institution meeting the criteria Section 2914 of the Medical Board of California's Business and Professions Code.

Individuals who do not qualify for licensure by the California Board of Psychology may be appointed but must secure a valid license within two years of appointment; however an individual shall be employed only to the extent necessary to be eligible for licensure plus one year. An extension of the waiver may be granted for an additional one year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code or Section 5600.2(f) of Welfare and Institutions Code, whichever is applicable. **And** Either one year of experience in the California state service performing the duties of a Psychologist - Clinical Correctional Facility or Staff Psychologist (any specialty); **or** two years of post doctoral, post-internship experience in the practice of psychology involving assessment and treatment and either training, research, consultation or program planning in mental health services.

LANGUAGE SKILLS: Ability to read and write English at a level required for successful job performance.

MATHEMATICAL SKILLS: Ability to add, subtract and understand test reliability and validity and fundamental statistics.

REASONING ABILITY: Ability to teach and participate in professional training; recognize situations requiring the creative approaches to the assessment, treatment, and rehabilitation of mental disabilities, to the conduct of research, and to the development and direction of a psychology program; plan, organize, and conduct research, data analysis and program evaluation; conduct the more difficult assessment and psychological treatment procedures; analyze situations accurately and take effective action; and communicate effectively.

OTHER QUALIFICATIONS: Knowledge of principles, techniques and trends in psychology with particular reference to normal and disordered behavior, human development, motivation, personality, learning, individual differences, adaptation and social interaction; methods for the assessment and modification of human behavior; forensic psychology; characteristics and social aspects of mental and developmental disabilities; 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; and community organization and allied professional services.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a valid license as a Psychologist issued by the California Board of Psychology and possession of an earned Doctorate Degree in Psychology from an educational institution meeting the criteria of Section 2914 of the Medical Board of California's Business and Professions Code.

OTHER SKILLS AND ABILITIES: Ability to set goals and work independently and without immediate supervision, as well as to work effectively with a team. Ability to work with inmates who have serious mental illness and may or may not be medicated.

SPECIAL PERSONAL CHARACTERISTICS: Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; scientific and professional integrity; emotional stability; patients; alertness; tact; keenness of observation and demonstrated leadership ability.

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.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Occasionally - for several minutes while talking to someone, waiting at a gate or door, or obtaining supplies from office shelves.

Walking: Occasionally - throughout the institution, to meeting rooms and dayrooms.

Sitting: Frequently to Constantly - during meetings, while conducting assessments and evaluations, and completing paperwork. Usually sitting one half or more of the workday.

Lifting: Occasionally - lifting of items weighing under a couple of pounds such as files and writing pens.

Carrying: Occasionally - items weighing less than a couple of pounds are carried throughout the office.

Bending/Stooping: Occasionally - may bend or chose an alternative position to retrieve items from lower shelves or drawers.

Reaching in Front of Body: Frequently -writing photocopying, obtaining supplies, reviewing files, opening doors, and talking on the telephone.

Reaching Overhead: Occasionally - reaching upper cabinets and supplies on upper shelves.

Climbing: Occasionally - climbs stairs to the second tier of cells occasionally on emergency calls and climbs stairs to some meetings, weekly.

Balancing: Occasionally - while climbing stairs.

Pushing/Pulling: Occasionally - opening and closing drawers and doors.

Kneeling/Crawling: N/A

Crouching: Occasionally - reaching items on lower shelves or in lower cabinets.

Fine Finger Dexterity: Occasionally to Frequently -writing notes in medical charts, initial evaluations, assessments, filling out forms requiring check-offs, brief lists, and brief narratives and while turning pages of medical files.

Hand/Wrist Movement: Frequently - handling, charting and documenting medical files, handwriting as noted above and handling office supplies.

Hearing/Speech/Sight: Constantly -required for supervision of inmates, safety awareness, communication, training, and overall performance of assigned duties.

Driving Cars/Trucks/Forklift Other Moving Equipment: Occasionally - electric carts may be driven in an emergency.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly: Involves 2/3 or more of workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A Activity or condition is not applicable

Fumes or Dust: Occasionally - may be exposed to cigarette smoke.

Temperatures Extremes: Occasionally - exposed to some outdoor weather conditions when traveling between facilities, to and from work, and to meetings.

Architectural Barriers: N/A

Working Surfaces: concrete, linoleum, turf, asphalt, dirt.

Risk of Electrical Shock: N/A

Toxic or Caustic Chemicals: N/A

Noise and Vibration: N/A

Works in High, Precarious Places: N/A

Blood-borne Pathogens: Occasionally - uses proper infection control procedures to limit exposure to blood and other body fluids in a population with some incidents of hepatitis and HIV.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Usual office equipment, personal computer, telephone, beeper, telephone, fax machine, cellular phone, whistle, personal alarm, and protective vest.

GENERAL POST ORDER ADDENDUM

General requirements: Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to COCR policies, procedures, and physical plant to facilitate effective access to COCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- measures to ensure effective communication (see below);
- housing accommodations such as wheelchair accessible cells, medical beds for inmates/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
- work rules that allow the inmate/patient to have a job consistent with his/her disabilities. Medical staff shall provide appropriate evaluations of the extent and nature of inmates' disabilities to determine the reasonableness of requested accommodations and modifications.

Equally Effective Communication: The Americans with Disabilities Act (AOA) and the *Armstrong* Remedial Plan require COCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify inmates/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with inmates/patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the inmates/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document Whether the inmates/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided if an inmate/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

DECS: The Disability Effective Communication System (DECS) contains information about inmates/patients with disabilities. Every institution has OECS access and staff must review the information it contains in making housing determinations and providing effective communication.

Housing restrictions: All inmates/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that inmates/patients are housed appropriately.

Prescribed Health Care Appliances (including dental appliances): Staff (health or security) shall not deny or deprive prescribed health care appliances to any inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.

COMMENTS: Work hours vary according to institutional need.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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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
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