

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 Clinical Administration		
Position No / Agency-Unit-Class-Serial 437-500-7500-004		Unit		
Class Title Clinical Administrator, CEA Level A		Location DSH-Coalinga		
Subject to Conflict of Interest ☒ Yes ☐ No		CBID M01	Work Week Group: E	Pay Differential
Other				
The Department of State Hospitals' mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. 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 meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Assistant Executive Director, conducts ongoing oversight and evaluation of treatment programs along the continuum of care for patients in a Department of State Hospital (DSH). The Clinical Administrator has regular and substantial contact with patients; is responsible for maintaining the safety of staff, patients, and property in the clinical areas of the hospital; approves clinical interventions to address disruptive or assaultive behavior and intervenes by applying techniques to defuse potentially volatile situations when needed. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions.				
% 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.)			
50%	Plans, organizes, and directs the treatment programs and clinical support functions at the hospital; promotes and implements the principles of and compliance with DSH policies and procedures; responsible for ensuring completion of investigations of special incidents and complaints related to patient abuse, sexual harassment, staff injuries, and related issues; collaborate with the Clinical Administrators at other DSH hospitals regarding census management, treatment enhancement, and related organizational issues; work closely with and direct the hospital's Discipline Chiefs and Program Directors to ensure promotion and implementation of DSH's policies and procedures to comply with Federal and State guidelines and laws, licensing, and certifications; interface with referring agencies and other interested groups regarding the provision of treatment services to patients and those individuals being considered for referral to the hospital; and coordinate with the Hospital Administrator to ensure that there is a full range of appropriate support services that provide quality care and treatment to patients.			

	Additionally, provide leadership for the increase and transfers of Lanterman-Petris-Short (LPS) and Penal Code (PC) population and coordinate between DSH; responsible for maintaining the safety of staff, patients, and property in the clinical areas of the hospital; approve clinical interventions to address disruptive or assaultive behavior and intervenes by applying techniques to defuse potentially volatile situations when needed; meet with patients and subordinate staff and medical staff/leaders evaluating, assessing, and discussing treatment; work with outside hospitals to ensure patients are receiving all pertinent information regarding patients when transferred to their settings for medical care; and perform oversight for patient behavioral needs when out in the community for medical care appointments. Attend patient advisory council meetings; visit the treatment mall; perform program rounds; observe treatment team conferences; participate in patient's cost of care hearings; attend special events for patients; and regularly meet and follow-up with patients who have significant complaints or concerns.
20%	Coordinate with the Nursing Administrator regarding Nursing Policy and Procedure, allocation of staff, enhanced staffing needs, overtime, etc.; delegated authority for all clinical position allocation, clinical staff hiring, and for disciplinary actions, including separation for cause, with the exception of medical staff; and oversee the services for the Special Education for the adult populations with DSH and other contract services. Resolve problems in the provision of clinical services to hospital patients and assure that clinical services are provided within the context of an overall planned effort that are consistent with the mission and goals of DSH; ensure an environment conducive to meeting the hospital's goals and approaches to treatment; review and approve/deny all requests for patients to be transferred to a more secure facility based on Security Risk Assessment (SRA) or request an override of the SRA for the patient to remain at DSH; respond to patient's rights requests and family concerns; and ensure that each treatment program has implemented a performance improvement process and present data to the Quality Council at least quarterly. Coordinate with Discipline Chiefs to ensure that treatment services are integrated appropriately between Services and Programs; and direct the development and implementation of standards and procedures to ensure that quality clinical services are provided for patients, maintaining compliance with Federal and State laws, department policy, Licensing and Accreditation standards, and the U.S. Department of Justice requirements.
20%	Serve as a member of the Executive Director's policy setting Executive Team; hold a primary decision-making function regarding Administrative Directives related to patient assessment and care, census management, unit security, staff safety, and organization of clinical services; serve as a member of the Executive Team, Executive Committee, Quality Council, Incident Review Committee,

	Policy Management Conference and other DSH system wide workgroups/committees; chair the Program Directors' Group; serve as a member of the Command Staff of the Emergency Operations Center; and the Clinical Administrator may serve on committees, work groups or function as project lead.
10%	Maintain communication with other DSH facilities and psychiatric programs to ensure smooth flow of information; ensure effective relationships with members of the Governing Body, local Medical Staff, referring agencies and other interested groups regarding provision of treatment services of patients. Demonstrates knowledge of state and national trends in mental health care; understand the vision of DSH, strategic planning goals and external influences; assesses complex processes and identify issues that cross programs, services, and departments; and collaborate with managers and supervisors to develop and implement improvement projects and effectively measure outcomes.
Other Information	<u>SUPERVISION RECEIVED</u> The Clinical Administrator is supervised by the Assistant Executive Director. <u>SUPERVISION EXERCISED</u> The Clinical Administrator provides direct supervision of all Program Directors; Assistant Clinical Administrator; Associate Governmental Program Analyst and Executive Secretary I. <u>KNOWLEDGE AND ABILITIES</u> <u>KNOWLEDGE OF:</u> Principles and methods of health care, rehabilitation, education and psychiatric treatment as related to the care and treatment of patients with mental disabilities; the care and treatment of patients with mental disabilities; principles for maximizing the physical, cognitive and social development of patients; specific expertise related to program content; principles, procedures and techniques used in planning, evaluating, and administering a multidisciplinary patient treatment program; principles and practices of personnel management and effective supervision; State and Federal laws and rules pertaining to mental hospital administration; principles and practices of community organization for mental disabilities; hospital organization, management, and procedures; and a manager's role in equal employment opportunities. <u>ABILITY TO:</u> Plan, direct, and coordinate a program that provides care and treatment and maximizes the progress of forensic clients, patients, or inmates; direct research and evaluation projects; analyze complex problems and take appropriate action; formulate and manage a multidisciplinary forensic clients, patient, or inmate treatment program; integrate the program with the overall functions of the hospital; communicate effectively; work independently in identifying the need for and developing proposed changes in program practices and procedures.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to, working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Ability to formulate and apply cost containment measures in managing resources.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Provide supervisory consultation/direction in disciplinary matters.

LICENSE OR CERTIFICATION - not applicable

TRAINING - Training Category = B

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.

- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.

All employees are required to have an annual tuberculin screening test (TST) and repeat TSTs 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.

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.

Statement of Economic Interests / Form 700 Requirements:

The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict-of-interest code. Your Form 700 is due within 30 days of assuming office/position, annually, and within 30 days of leaving office/position. The annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about April 1 of each year. The statements must be submitted to the hospital Filing Officer. These statements are public access documents. You will receive reminders from the hospital Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the hospital Filing Officer.

Ethics Training and Compliance:

Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 designated position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the hospital Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access

	documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the hospital Filing Officer. 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
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