

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date	
Employee Name	Division Clinical			
Position No / Agency-Unit-Class-Serial 461-xxx-7619-xxx	Unit Psychiatry			
Class Title Staff Psychiatrists	Location DSH-Coalinga			
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R16	Work Week Group: SE	Pay Differential	Other
Under general direction, Staff Psychiatrists is the primary attending physician for each patient served and is responsible for making definitive diagnoses and decisions; examines and diagnoses psychiatric patients; determines types of psychiatric and general medical treatment needed; administers psychiatric treatment with assistance from multi-disciplinary clinical staff.				
70% Clinical	<p>Performs psychiatric evaluations. May provide clinical leadership of the treatment team. Formulates the diagnosis of record according to the DSM and approves individualized treatment plans based on identified clinical problems, consistent with Department of State Hospitals (DSH), and Department of State Hospitals–Coalinga (DSH-C) guidelines and policies. Serves as a resource for education of staff regarding pertinent policies and standards and current medical and psychiatric practice.</p> <p>As primary provider of care, writes orders for admission, transfer, discharge, medications, restraints and seclusion, suicide precautions, etc., as indicated, according to current DSH and DSH-C guidelines and policies.</p> <p>Meets at least monthly with each assigned patient to review their physical and mental status, treatment progress and medication, and documents findings promptly and properly. Meets with each assigned patient at intervals and, as treatment team leader, assures team compliance with the documentation standards of the treatment plan.</p> <p>Recommended Continuing Care Plan/Discharge Summary and other documentation for patients, incorporating subjective and objective information, test results, assessment of the current clinical condition and future treatment needed.</p> <p>Evaluate the Medical and/or Psychiatric aspects of treatment programs for quality of medical services and conformance with the Treatment Plan and any regulatory requirements.</p> <p>Participates in the unit's shift change meetings to exchange information concerning assigned patients and their treatment goals and objectives and confers with staff regarding therapeutic interventions.</p>			

	<ul style="list-style-type: none"> • Conduct regular rounds to identify signs and symptoms of mental illnesses, signs of medication side effects, and problematic issues that need to be addressed and/or to formulate best treatment approach. • Evaluate effects of medication on physical and mental status of patients. • Meet with patients to review physical and mental status and medication. • Provide consultation on psychopharmacology and restraint/seclusion issues when requested. • Evaluate assaultive incidents and develop a treatment plan to decrease future violence and determine whether the patient needs to remain in seclusion. • Evaluate and attend to suicide threats, attempts or self-harm and develop treatment plan to prevent self-harm or violence. • Order laboratory tests to monitor for side effects for medication in order to guard against side effects for medications. • Prescribe medication as clinically indicated and provide appropriate follow-up to assess patient response to medication. • Review and respond to the sick call book for concerns from medical staff regarding treatment for patient or whether patient needs to be seen. • Provides overview and/or delivery of general medical/surgical care in consultation with the Primary Care Physician (Med/Surg). • May complete a discharge summary within 14 days of discharge for any assigned patients. • Responds to requests for emergency evaluations in a timely manner.
15%	<ul style="list-style-type: none"> • Participates in medical staff activities, meetings, and serves on committees. • Advises and assists the Executive Director and/or the Medical Director, as requested, on hospital administration issues. • Meets regularly with program management and reviews program goals, plans, treatment issues, and effectiveness. • Participates in unit management meetings involving patient issues and maintenance of therapeutic milieu. • Participates in continuing medical education and in approved research. • Provides in service training such as lectures and informal talks or consultations with staff. • May supervise residents, fellows, and other trainees. • Provides preceptorship and proctorship for new Staff Psychiatrists and peer review for all Staff Psychiatrists, as assigned. • Participates in statewide committee meetings whenever assigned and may represent the medical staff. • Carries out other duties and assignments as directed by the Medical Director, Chief Psychiatrist, and/or the Senior Supervising Psychiatrist. • Leads/participates actively in hospital performance improvement activities such as peer review. • Establish and maintain positive working relationships with hospital staff and other agencies.

	<ul style="list-style-type: none"> • Comply with both statewide and local hospital policies and procedures. • May Interact with patients' families to get more information to guide treatment. Ask families to guide us with treatment. Family will have more success with convincing patients. • May evaluate and prescribe orders for hormone treatments with patients with trends gender issues in addition to curbing appetite. • May petition the Court for involuntary medication treatment, medical probate, or other services as clinically indicated. • May liaison with CONREP, CDCR and other outside agencies as clinically indicated. • Communicates effectively in spoken and written language with assigned patients, staff, and the courts. Written language includes, when necessary, the use of computer word processing programs, e-mail and other automation. Spoken language includes direct speech and required dictation. • Checks emails periodically throughout the day.
10%	<ul style="list-style-type: none"> • May respond to and discuss appropriate matters with qualified individuals, such as lawyers, judges, probation officers, and community mental health workers. • May prepare forensic reports as required by the court and correspond with other future providers for continued care of the patient. • May do Involuntary medications. – have another doctor who write report for forensic evaluations. • May appear and provide expert testimony in Superior Court, the Board of Parole Hearings, or other administrative or judicial bodies when subpoenaed. • Completes annual block training (e.g., CPR, TSI, HIPPA, etc...) per hospital policy and any other required training as directed by his/her Supervisor. • Provides coverage. • May complete fee-for-service documentation with ICD – 10 Diagnosis Codes and CPT Codes, as required per DSH policy. •
5%	Other duties as assigned.
Other Information	<p>SUPERVISION RECEIVED Under the general direction of the Senior Psychiatrist Supervisor or designee, the Staff Psychiatrist will perform the aforementioned duties.</p> <p>SUPERVISION EXERCISED The Staff Psychiatrist has no direct clinical supervision of employees, expect for clinical supervision of Psychiatric Nurse Practitioner. Staff Psychiatrist may be assigned to proctor medical students, residents, and other physicians. The proctorship of a colleague is done at the request of the Credentials Committee. They may also participate in the education and training of Medical Students and Psychiatry Residents.</p>

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles and methods of psychiatry, general medicine, and surgery and skill in their application; current developments in the field of psychiatry; mental hospital organization and procedures; principles and application of psychiatric social work, clinical psychology, physical therapy, various rehabilitation therapies, and other ancillary medical services; principles and techniques of psychiatric research; principles and practices of effective supervision and directing the work of others.

ABILITY TO:

Direct the work of others; instruct in the principles and practices of psychiatry; interpret laboratory analyses and x-rays; prepare and supervise the preparation of case histories and the keeping of hospital records; analyze situations accurately and take effective action.

REQUIRED COMPETENCIES

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 and vigilance in the identification of safe or security hazards.

CPR

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served.

Demonstrates knowledge of growth and development of the following age categories:

Adult Geriatric

MANAGEMENT OF ASSAULTIVE BEHAVIOR

Supports safe working environment. Applies and demonstrates knowledge of correct methods in the Therapeutic Strategies and Intervention (TSI).

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

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

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with Health Insurance Portability and Accountability Act (HIPAA) and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Demonstrates knowledge of the Medical Staff By-Laws, Rules & Regulations, DSH Psychopharmacological Guidelines, Pharmacy & Therapeutics Manual, DSH Policy Directives, local Administrative Directives and any other policies and guidelines (e.g., TJC and CDPH Licensing standards) applicable.

Knowledge of:

- General Psychiatry
- Geriatric Psychiatry
- Forensic Psychiatry
- PC 2684, PC 2962, PC 1370, PC 1026, and Conservatorship commitments.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Demonstrates knowledge of Medical Informatics. Ability to use available computer technology.

Licensing and Certification

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from civil service. Employees in this classification must:

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

Training

Training category- 01

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

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, and the public; and,
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job duties.

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.

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