

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date: 09/18/2024	
Employee Name	Division Department of State Hospitals			
Position No / Agency-Unit-Class-Serial 502-xxx-7552-xxx	Unit			
Class Title: Physician & Surgeon (Safety)	Location Medical Services			
Subject to Conflict of Interest <input type="checkbox"/> Yes <input type="checkbox"/> No	CBID R16	Work Week Group: SE	Pay Differential	Other
This employee is assigned to the Medical Services Department. As a Physician and Surgeon, he/she is responsible for planning, directing, and performing all phases of the medical services provided at the Department of State Hospitals-_____ as applicable to his/her assigned patients, and for making professional decisions regarding general medical work and surgery, as well as for appropriate referrals for services not performed at DSH-_____, all within the scope of medical staff privileges and professional license. Physician and Surgeon is a rank-and-file position in the SE category.				
% 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).			
85%	<p>Delivers general medical and minor surgical care, including evaluation, diagnosis, physical examinations, prescription of medications, and administration of medical treatments, medically manage acute and chronic diseases, and plan the medical care for our patients in a manner consistent with a recovery philosophy of care.</p> <p>Orders laboratory tests, radiological examinations, and other tests and studies, and analyze the results and provide medically appropriate follow-up of abnormal results.</p> <p>Orders medical treatments such as physical therapy, special diets and rehabilitation programs, and consultation and referral with specialists, as appropriate; provides all necessary and appropriate patient information and the questions/requests to be responded to, when referring patients to other providers for such services; reviews and interprets the reports received and makes treatment decisions regarding further medical care as indicated. Communicates with members of the interdisciplinary team including psychiatrists, psychologists, social workers, etc. to coordinate care. Communicates with onsite and offsite specialty consultants to coordinate medical care.</p> <p>Participates in unit morning report in person, makes daily rounds of each assigned unit to see patients for acute sick call and prescheduled new and follow-up appointments and reviews the laboratory and other reports and records received for the patients on those units.</p>			

	<p>Responds to medical emergencies and provides medical intervention as needed, including transfer to acute care hospital as indicated, and basic and advanced cardiac life support.</p> <p>Provides coverage for other physicians and work to fill in at various sites, including but not limited to the following:</p> <ul style="list-style-type: none"> • Admission Suite (e.g., for patient physical examinations, assessment of infectious and other conditions and risk status, and admission orders) if applicable • Employee Clinic (e.g., for additional time slots to perform duties as described above), if applicable • Annual history and physical examinations on our patients. <p>Radiology (e.g., for screening x-rays pending radiologist’s reading).</p> <p>For hospitals with students and or residents, provide clinical supervision in patient care activities.</p>
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	<p>Reviews treatment plans and, when requested, participate in treatment planning conferences for discussion of the medical/surgical and psychiatric conditions of patients.</p> <p>Documents all of the above care provided in a clear, complete, and timely manner on approved forms, e.g., physicians fee-for-service/progress notes (Admission Assessments, Annual History and Physical Exam, and Quarterly notes, including correct billing codes), physician’s orders, consultation forms, and referral forms.</p> <p>Participates in training as needed in order to competently perform the duties assigned.</p>
10%	Participates in Medical Staff and Department of Medicine activities, including any specific responsibilities as a member of a committee and training and proctoring of new physicians
5%	Other duties as assigned by chief of primary care or designee

Required Competencies	<p>SUPERVISION RECEIVED: Reports to the Chief Physician and Surgeon, with administrative support from the Chief of Primary Care Services. Clinical quality of care is also evaluated through the patient care monitoring component of the Medical Staff including the Department of Medicine, in accordance with Medical Staff Bylaws.</p> <p>SUPERVISION EXERCISED: Provides supervision to Nurse Practitioners and cosigns their admission and annual H&Ps. Provides clinical and medical support to nursing and other ancillary staff assigned to the units to which he/she is assigned.</p> <p>ABILITY TO: Interpret autopsy findings; examine, diagnose, and treat physical and elementary mental disorders; interpret laboratory analyses and x-rays; direct the work of medical personnel; instruct in the principles and practices of general medicine and surgery; prepare and supervise the preparation of case histories and the taking of hospital records; analyze situations accurately and adopt an effective course of action; demonstrate high degree of professionalism, interpersonal and communication skills</p> <p>KNOWLEDGE OF: Methods and principles of general medicine and skill in their application; methods and principles of surgery and skill in their application; recent developments in general medicine and surgery; hospital organization and procedure; gross pathology and interpreting autopsy findings; psychiatric social work, physical therapy and the various rehabilitation therapies;</p>
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	<p>methods of diagnosing and treating elementary mental disorders; principles of effective supervision and directing work of medical personnel.</p> <p>TECHNICAL PROFICIENCY (SITE SPECIFIC)</p> <p>ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or 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.</p> <p>INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.</p> <p>HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.</p> <p>THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy.</p> <p>CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the workplace that enable the employee to work more effectively.</p> <p>RELATIONSHIP SECURITY: Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.</p>
License or Certification	<p>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:</p> <p>Possess the legal requirement for the practice of medicine in California to determine by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners.</p>
Training	The employee is required to keep current with the completion of all required training.
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.

