



**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

CLASSIFICATION: PHYSICIAN & SURGEON (SAFETY)	
Approved by Chief Physician & Surgeon – Dr. Hamrick Signature: 	Date Approved: 

- 1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under medical supervision, provides adequate, appropriate, and timely preventative, routine, specialized, and emergency medical care to all individuals residing at the Department of State Hospitals - Coalinga in need of such services, consistent with generally accepted professional standards of care. The incumbent is responsible for making professional decisions regarding general medical work and surgery, as well as for appropriate referrals for services not performed at DSH-C.

Incumbent is required to maintain professional communication with physicians, consultants, nurses, and other personnel.

40% Provides routine healthcare as requested by the treating psychiatrist and unit nursing staff and performs routine physical examinations and histories and interprets the findings of such examinations and histories and integrates these findings into standardized descriptors (including, but not limited to, ICD-10-CM and/or DSM-5 Diagnosis Descriptions). Prescribes medication and other treatments. Provides medical supervision for routine non-life-threatening medical illness customarily tested in a non-hospital setting and not requiring surgical intervention or repair.

Orders laboratory tests, radiological examinations, and other tests and studies, analyzes results and conducts in person appointments to discuss results.

30% Responsible for responding to requests by other general physicians for treatment of care of patients exceeding resources available to the requestor and initiates consultations as appropriate. Communicates with consultants as appropriate to facilitate exchange of clinical information to ensure continuity of good medical care.

Responsible for completing documents such as history and physical forms, progress notes and consultations in a timely manner. Responds to changes in medical status of individuals.

Evaluates patients and staff for urgent or acute conditions in the Urgent Care Room setting. May perform minor surgeries on patients such as, but not limited to, laceration/repair, incision and drainage, IV fluid therapy, local anesthesia, and splinting/immobilization of fractures.

- 25%** May be required to evaluate and treat patients admitted to the Infirmery for conditions requiring skills, equipment, or environments which are not readily available to the patient's assigned unit setting.

May be required to provide medical input for Department of Medicine Performance Improvement audits and committees as assigned.

Provides backup coverage on other psychiatric units as appropriate and when needed; including providing coverage for holidays, lunch and other peers as needed. On occasion, act as the Medical Officer of the day (MOD) to care for urgent or emergent patient needs during the evening shift on weekdays and all day on weekends and holidays.

Evaluates and treats patients referred for medical conditions requiring skills, equipment, or environments which are not readily available in the unit setting as assigned.

- 5%** Other duties as assigned.

2. SUPERVISING RECEIVED:

Chief Physician & Surgeon

3. SUPERVISION EXERCISED:

Nurse Practitioners

4. KNOWLEDGE AND ABILITIES:

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; methods of diagnosing and treating elementary mental disorders; principles of effective supervision; directing the work of medical personnel.

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 keeping of hospital records; analyze situations accurately and adopt an effective course of action.

5. **REQUIRED COMPETENCIES:**

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.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

CPR: Maintain current certification if applicable.

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.

HEALTH AND SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control. This includes familiarity with the Patient Safety Plan.

AGE SPECIFIC

Provides services commensurate with age of individuals being served. Demonstrates knowledge of growth and development of the following age categories:

Young Adult (17-29) Early Adult (30-50) Late Adult (51-79) Geriatric (80+)

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 that enable the employee to work more effectively.

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.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION:

Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: Maintains competency in the ability to conduct general medical examinations and treatments in unit treatment rooms, clinic examination rooms, and other specified locations. Follows security precautions.

TECHNICIAN PROFICIENCY (SITE SPECIFIC): Maintains ability to perform Advanced Cardiac Life Support. Maintains technical proficiency in performance and interpretation of treadmill tests and ability-agility studies, operation of defibrillators, and proficiency in performing all other duties described above within the limits of privileges and licensure.

SPECIAL PHYSICAL CHARACTERISTICS: Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public.

6. LICENSE OR 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 Services.

7. TRAINING:

Training Category – 1 – Training Procedure No. 03-11.

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

8. WORKING CONDITIONS:

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.

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. 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 certify that I can perform these duties and the essential functions of this position with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee Signature

Print Name

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 Signature

Print Name

Date