

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Quality Management		CLASSIFICATION TITLE Senior Psychologist, Correctional Facility (Specialist)				
		WORKING TITLE				
		COI Yes <input type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.						
<b>PRIMARY DOMAIN:</b>						
Under the direction of the Chief Executive Officer, the Senior Psychologist, Correctional Facility (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 Senior Psychologist, CF (Specialist) 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.						
% 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. <i>(Use addition sheet if necessary)</i>					
<b>ESSENTIAL FUNCTIONS</b>						
<b>30%</b>	Reviews, evaluates, performs clinical studies and assessments, and consults with management on the implementation of the institution's health care quality management system. Works in collaboration with other health care professionals to implement a network of improvement committees to oversee the health care quality management system and manage improvement activities within the institution. Provides psychological assessment and treatment insight on the development of an annual health care quality performance improvement plan, the prioritization of quality improvement activities, including human behavior performance objectives, and patient safety goals. Provides data on performance trends, including findings from audits, surveys, and reviews, to inform priority setting, and guide health care staff in aligning priorities with the statewide Performance Improvement Plan and the Primary Care Model elements. Ensures that the annual health care quality performance improvement plan is effectively communicated to all health care staff at the institution. Establishes local processes that coordinate and communicate behavior change/improvement activities in support of the annual health care quality performance improvement plan and evaluates initiatives in priority areas. Coordinates and initiates/revises procedures and policies to ensure compliance with existing and new regulations, guidelines, etc. Conducts the more difficult and psychological treatment assessments, communicates effectively					

<p><b>30%</b></p> <p><b>20%</b></p> <p><b>15%</b></p> <p><b>5%</b></p>	<p>and takes effective action.</p> <p>Establishes ongoing psychological measurement and evaluation processes to assess progress toward annual health care performance objectives, identifies program areas that may need improvement, and monitors compliance with policies, procedures, federal and State laws, and court orders. Applies knowledge and understanding of trends in psychology and methods for the assessment and modification of human behavior and data management systems to develop data collection methodologies, validate data, and analyze performance trends. Develops and evaluates creative approaches to the assessment, treatment, and modification of human behavior. Ensures that institution performance reports are provided in a format that informs decision making and can be used to effect positive behavioral change, including reporting at the level of a care team or individual staff member, as appropriate. Oversees a local system for health incident reporting and sentinel event review to mitigate risk to patients and staff, and identifies opportunities for improvement.</p> <p>Monitors implementation of statewide and local health care quality improvement initiatives, including corrective action plans, and takes action to support effective implementation. Participates in health care quality improvement activities to ensure that institution staff understand and correctly apply quality improvement strategies, such as root cause analysis, failure mode and effects analysis, process analysis and redesign, and rapid-cycle improvement. Directly facilitates quality improvement activities, demonstrating approaches and techniques. Participates in risk management and safety activities. Designs staff development programs and decision support tools to build quality improvement capacity at the institution. Identifies and develops local quality champions.</p> <p>Serves as a subject matter expert, coach, and quality improvement information resource to staff. Advises health care staff on quality management and patient safety standards and requirements. Builds collaborative relationships with Department leadership and members. Provides leadership with information and guidance to prioritize and address quality and performance issues. Effectively facilitates and makes presentations; communicates information to various levels of the organization through the use of strong written and verbal skills. Establishes and maintains an effective working relationship with the Statewide Quality Officer, working to meet statewide performance objectives. Maintains an awareness of existing local procedures, statewide policies, licensing regulations, and State and federal legal mandates to ensure timely application and compliance with new requirements.</p> <p>Performs other duties as required.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> 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.</p> <p><i>Ability to:</i> 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</p>

and psychological treatment procedures; analyze situations accurately and take effective action, and communicate effectively.

**SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT**

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

**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 the incarcerated.

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

**SPECIAL PERSONAL CHARACTERISTICS**

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.
- 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.

**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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