

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



*Box reserved for Personnel Section*

		RPA #	C&P Analyst Approval	Date	
<b>Employee Name</b>		<b>Division</b> Clinical Operations Division			
<b>Position No / Agency-Unit-Class-Serial</b> 461-506-7616-009		<b>Unit</b> Psychiatric Advancement and Innovation			
<b>Class Title</b> Senior Psychiatrist Specialist		<b>Location</b>			
<b>Subject to Conflict of Interest</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>CBID R16</b>	<b>Work Week Group: SE</b>	<b>Pay Differential</b>	<b>Other</b>
<b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions</b> Under general direction of the Associate Medical Director, Clinical Operations Division, the incumbent acts as the Director of Graduate Medical Education (GME) and is the Designated Institutional Officer (DIO) for Accreditation Council for Graduate Medical Education (ACGME) accredited programs, responsible for institutional and program-level accreditation compliance across DSH. The role provides senior oversight of all medical education programs, supports new residency program development, and leads initiatives aligned with the psychiatry workforce pipeline and continuing medical education (CME).					
<b>% of time performing duties</b>	<b>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).</b>				
35%	<p>Provides oversight of readiness, accreditation, and program development, ensuring the institution's GME programs meet all ACGME Institutional, common, and specialty-specific requirements. Works closely with the GMEC to address educational concerns and maintain compliance.</p> <p>Acts as institutional representative and liaison for all communications with the ACGME, including the Accreditation Data System (ADS) and reviews of program information.</p> <p>Is responsible for institutional support by ensuring that GME programs have the necessary financial, administrative, and human resources.</p> <p>Addresses issues that may arise, such as those identified in formal complaints or during accreditation site visits.</p> <p>Provides institutional leadership for graduate medical education at the institution, ensuring a high-quality learning environment for residents and fellows.</p> <p>Participates in specific tasks such as:</p> <ul style="list-style-type: none"> <li>• Review of ACGME Program Information Forms</li> <li>• Work intimately with the GME Office on program and resident matters</li> <li>• Participate in funding and position negotiations with affiliated hospitals</li> <li>• Review didactic and rotation curriculum for each program. Development of mechanisms to ensure appropriate teaching of ACGME competencies</li> <li>• Conduct educational workshops for programs</li> <li>• Conduct mock site visits for programs</li> <li>• Establish GME institutional policies</li> </ul>				

- Meet as needed with program directors for program design and development.
- Meet with Residents/Fellows regarding GME concerns
- Meet with residents and fellows to discuss patients seen, assessment and recommendations.
- Attend Resident Council, Medstaff and stakeholder meetings
- Supports and monitors all resident activities in collaboration with the program directors and program coordinators
- Facilitate ongoing readiness for the ACGME Annual Institutional Review by assisting in the submission of executive summaries that include action plans for oversight of and performance monitoring procedures for underperforming programs
- Monitor of resident work hours, resident supervision in patient assessments and care, and evaluation process that meets ACGME requirements
- Track residency program citations and program action plans to address ACGME citations
- Responsible for annual institutional WebADS program update to ACGME
- Facilitation of program letters of agreement for learners. Oversight of inter-institutional affiliation agreements
- Quarterly audits (internal program review) through the resident management suite (New Innovations) of each specialty area as designated by the division or corporate leadership and/or program directors
- Liaison between programs and division GME leadership
- Assist hospitals with the creation of new programs through the application building process which may include serving as the initial program support during the application and accreditation phase
- Facilitating onboarding and off boarding and necessary training and orientation logistics for residents/fellows and GME staff. Work closely with HR to coordinate facility orientation for incoming trainees. Provides program guidance to GME program administrative staff
- Responsible for managing GME physician agreements with facility and division leadership
- Assist hospital to ensure a smooth transition for program directors, associate program directors, and core faculty into employment by DSH
- Develop and manage operating and capital budgets for related programs, collaborating with division Clinical Operations leadership
- Supervise the daily activities of the program coordinators to ensure institutional program guidelines are satisfied
- Assist in managing residents in coordination with the program director. Identify opportunities for education in healthcare setting to ensure compliance with hospital and ACGME regulations
- Assist program directors with resident remediation and referrals to the employee assistance program (EAP) and/or other external assistance programs as necessary

Program Leadership

	<ul style="list-style-type: none"> <li>• Work in conjunction with GME leadership team to create or update affiliation agreements, aggregate agreements, assist program directors with departmental program letters of agreement between multiple institutions/departments, and also addresses legal and financial responsibilities related to residents, rotators, and medical students</li> <li>• Identify financial support needed to maintain residency programs according to institutional requirements set forth by the ACGME</li> <li>• Create/streamline efficient pathways for entrance into the organization and for external resident rotators to acquire education training in the organization's computer system</li> <li>• Participate in strategic planning for the programs and hospitals</li> <li>• Assist with policy development</li> <li>• Maintain GMEC meetings and accreditation documents and any related sub-committees</li> </ul>
20%	Provides clinical leadership and direction to the Office of Continuing Education and Medical Advancement (CEMA) on education and training collaborative initiatives, including but not limited to: outreach strategy, facilitation of collaborative efforts with prospective clinical academic partners, CEMA, and other DSH divisions. Acts in the capacity as a clinical lead in academic contract negotiations, with emphasis in medical training programs and rotations.
20%	<p>Collaborates on other training efforts (e.g. CME, Forensic Academy, guest lecturers). Provides clinical oversight of CME activity applications and guest lecturer/training contract concepts for division leadership approval. Contributes to direct training and education through participation in clinical activities with patients.</p> <p>Collaborates on the SMI CalAdvisor project as a primary clinical academic lead, working closely with CEMA and other department leads on the migration of historical educational content, transition to new platform and launch of new content for clinicians on the platform, and workflow creation for new academic content requests through CEMA, etc.</p>
15%	Provides oversight of education and training within DSH under the Psychiatry Pipeline initiative, including goals, objectives, expectations, assignment and operations. Prepares various reports and proposals related to clinical academic expansion efforts. Collaborates with affiliated institutions in communicating trainee accomplishments, strengths, and areas for development. In collaboration with the CEMA Supervisor II, consults with the Associate Medical Director on progress and recommendations using data collection to ensure implementation and overall, statewide academic success.
5%	Attends association meetings as required for the performance of work related duties, such as the American Association of Directors of Psychiatry Residency Training Programs (AADPRT), and ACGME.
5%	Performs other related duties as required.
Other Information	Telework is available for this position approximately 40% of the time. Travel is required up to 25% of the time. Travel will occur and reimbursement will be in accordance with Bargaining Unit agreements and standard state travel policies. All travel will take place during the work week.

This position requires that the employee continue their ongoing responsibility, and have direct care with patients at least 51% of their time, towards the protection and safeguarding of public and property as well as continued activities that provide regular and substantial contact with incarcerated individuals. The required 25% travel may be included in this 51%. 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).

\_\_\_\_{{Signature1}}\_\_\_\_  
Employee's Signature

Date

\_\_{{Date1}}\_\_\_\_\_

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_{{Signature2}}\_\_\_\_  
Supervisor's Signature

\_\_\_\_{{Date2}}\_\_\_\_\_  
Date