

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	Position Control Approval: DF	Date: 10/2025
Employee Name	Division Medical Director		
Position No / Agency-Unit-Class-Serial 455-423-7552-XXX	Unit Central Medical Services		
Class Title Physician and Surgeon (Safety)	Location Atascadero State Hospital		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R16	Work Week Group E	Class Ranges V,W,Y

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Responsible for planning, directing, and performing all phases of the medical services provided and for making professional decisions regarding surgery and general medical work.

Shall provide adequate, appropriate, and timely preventive, routine, specialized, and emergency medical care to all patients residing at the DSH-A in need of such services, consistent with generally accepted professional standards of care.

Shall ensure that patients residing at the DSH-A with medical problems are promptly identified, assessed, diagnosed, treated, monitored and, as monitoring indicates is necessary, reassessed, diagnosed, and treated, consistent with generally accepted professional standards of care.

Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

50%	<p>Provides regularly scheduled access to routine healthcare for patients on assigned psychiatric treatment units, as requested by the treating psychiatrist and unit nursing staff. Performs histories and physical examinations, interprets the findings of such examinations and histories, and integrates these findings into standardized descriptors (including but not limited to ICD-10 and DSM), prescribes medication and other treatments, and provides medical supervision for routine non-life threatening medical illness customarily treated in a non-hospital setting and not requiring surgical intervention or repair.</p> <p>Responds to requests from treating psychiatrists for evaluation and treatment of patients with medical problems.</p> <p>Evaluates and treats those patients admitted to the Infirmary (Unit One) for conditions requiring skills, equipment, or environments which are not readily available to the patient's assigned unit setting. Admits patients to and discharges patients from this unit and functions as a principal provider of care for patients admitted.</p>
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	<p>Responds to requests by other general physicians for treatment or care of patients exceeding resources available to the requestor.</p> <p>Initiates consultations with outside as well as inside physicians as appropriate. Communicates with consultants as appropriate to facilitate exchange of clinical information.</p> <p>Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI). Assist in the maintenance of a safe and secure environment through response to physical assaults, escape attempts or other major patient disturbance, and assist in the management of the conduct of the patients.</p>
30%	<p>Provides medical input for Interdisciplinary Teams as requested by the treating psychiatrist.</p> <p>Provides medical input for Department of Medicine Performance Improvement audits and committees as assigned.</p> <p>Maintains current relevant competency through participation in professional and hospital training programs and continuing medical education as necessary.</p> <p>Maintains Medical Staff membership and accepts assignment of committee membership and duties as appropriate.</p> <p>Provides assigned backup coverage on other than regularly assigned psychiatric treatment units as appropriate and when needed.</p>
20%	<p>Performs admission histories and physical examinations on new patients admitted to the Admission Units if nurse practitioners are unavailable or if nurse practitioners request an MD to evaluate. Requests appropriate diagnostic tests, outlines management of medical problems revealed at time of initial examination.</p> <p>Evaluates and treats those patients referred to the Medical Surgical clinic for medical conditions requiring skills, equipment, or environments which are not readily available in the unit setting as assigned.</p> <p>Evaluates and treats patients for urgent or acute conditions in the Urgent Care Room setting. Triage staff in the Urgent Care Room for acute work-related injuries and urgent/emergent changes in medical condition.</p>
Other Information	<p>Supervision Received: Chief Physician & Surgeon</p> <p>Supervision Exercised:</p>

Clinically supervises Family Nurse Practitioners

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and principles of general medicine and skill in their application; current best-practice standards in the delivery of preventive and treatment oriented medical care; 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 work of medical personnel.

ABILITY TO:

Interpret clinical 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; timely completion of required documentation in an appropriate and legible manner; analyze situations accurately and adopt an effective course of action.

REQUIRED COMPETENCIES

ANNUAL HEALTH REVIEW

All employees are required to have an annual health review and TB test or whatever 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 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 vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate 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.

SITE SPECIFIC COMPETENCIES

Demonstrates ability to evaluate and treat patients and/or staff for urgent or acute conditions in the Urgent Care Room setting.

Demonstrates ability to evaluate and treat patients on psychiatric treatment units.

Demonstrates ability to evaluate and treat patients on the Infirmary Unit.

Demonstrates ability to evaluate and treat patients in the Medical/Surgical Clinic.

Relationship Security: Demonstrates professional interactions with patients and maintains therapeutic boundaries.

TECHNICAL COMPETENCIES

Maintains ability to perform Advanced Cardiac Life Support

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 Service. Employees in this classification must:

- Possess the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. This requires the completion of 25 hours of CME per year.

Employee must notify Supervisor immediately with any change in their licensure status.

TRAINING CATEGORY - 2

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

PHYSICAL DEMANDS – See attached

WORKING CONDITIONS:

	<p>Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. 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.</p>
	<p>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).</p> <p>_____</p> <p>Employee Signature _____ Date</p>
	<p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____</p> <p>Supervisor's Signature _____ Date</p> <p>_____</p> <p>Reviewing Supervisor's Signature _____ Date</p>

Physical Requirements of Position
PHYSICIAN SURGEON (7552)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmate, patients, or clients				X		
With co-workers				X		
Supervising staff			X			
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing		X (Stairs)				
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)			X			
Reaching (below shoulder)			X			
Pushing & Pulling		X				
Power Grasping		X				
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving		X				
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					