

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



*Box reserved for Personnel Section*

	<b>RPA #</b>	<b>Position Control Approval: DF</b>	<b>Date:</b> 3/5/26
<b>Employee Name</b>	<b>Division</b> Medical Director		
<b>Position No / Agency-Unit-Class-Serial</b> 455-500-9774-001	<b>Unit</b> Psychiatry Department		
<b>Class Title</b> Chief Psychiatrist, C&R Services (S) - Assistant Medical Director	<b>Location</b> Atascadero State Hospital		
<b>Subject to Conflict of Interest</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>CBID</b> M16	<b>Work Week Group</b> SE	<b>Class Ranges</b> U & V

**MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Under the direction of the Medical Director, the Chief Psychiatrist will supervise Senior Psychiatrist Supervisors giving psychiatric and medical care to mentally ill patients. They will consult with the hospital Executive Team on matters related to the psychiatric mission of the hospital; act as liaison with members of the Medical Staff and other clinical specialties, monitor quality and quantity of work of those staff they supervise and provide consultation and evaluation as needed. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

70%	<p><b>PERSONNEL MANAGEMENT AND SUPERVISION</b></p> <p><b>The Chief Psychiatrist is responsible for direct clinical supervision of the Senior Psychiatrist Supervisors under the direction of the Medical Director or designee.</b></p> <p><b>Assure that performance standards of psychiatric practice conform to hospital policy, Department of State Hospitals (DSH) policy, Medical Staff standards, and relevant State laws.</b></p> <p><b>Perform timely, accurate, and appropriate employee annual clinical performance evaluations for the Senior Psychiatrist Supervisors that reflect essential duties as stated in the duty statement.</b> Performance evaluations shall be submitted to the Medical Director or designee.</p> <p><b>Consult with the Medical Director in the assignment of psychiatrists to units.</b></p> <p><b>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.</b></p>
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20%	<p><b>DEPARTMENT ADMINISTRATION/ORGANIZATIONAL</b></p> <p>Consults on issues pertaining to diagnosis, treatment, and forensic recommendations of Penal Code and civil commitments.</p> <p>Maintain regular communication with the elected Chair of the Department of Psychiatry and the elected Chief of Staff to deal with departmental processes, problems, standards, and medical practice issues.</p> <p>Promote a norm of non-violence.</p> <p>Promote and comply with the Equal Employment Opportunity goals of the hospital.</p> <p>Maintain communication, as needed, with Program Directors to handle issues, problems, and assignments related to psychiatric staff and to specific Program concerns.</p> <p>Represent the Medical Director, as appropriate, in their absence.</p> <p>Consult, as appropriate, with Senior Supervisors of other clinical disciplines (Psychology, Social Work, Rehabilitation, Nursing) to promote effective interdisciplinary treatment.</p> <p>Cover all supervisor duties in the absence of any supervisors.</p>
10%	<p><b>LEADERSHIP AND REPRESENTING THE DEPARTMENT</b></p> <p>Maintain effective customer/supplier relationships relative to the Department to meet operational needs to achieve the hospital's stated mission.</p> <p><b>Communicate effectively, both verbally and in writing,</b> regarding policies and procedures.</p> <p>Attend Departmental meetings and assigned committee meetings to obtain input from staff and to represent Clinical/Medical administration.</p>
Other Information	<p><b>Supervision Received:</b> Medical Director</p> <p><b>Supervision Exercised:</b> Senior Psychiatrist Supervisors, Senior Psychiatrist Specialists, Staff Psychiatrists, and Psychiatric Nurse Practitioners</p> <p><b>KNOWLEDGE AND ABILITIES:</b> KNOWLEDGE OF:</p>

Principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and developmentally disabled; modern methods and principles of general medicine and neurology and skill in their application; literature and recent developments in the field of psychiatry; principles and practices of clinical psychology and psychiatric social work; principles and techniques of social psychiatric research; modern techniques, practices, and trends in the correction and prevention of delinquency and criminality; principles of effective supervision and personnel management; and principles, methods, and objectives of training treatment personnel.

**ABILITY TO:**

Apply the principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and mental deficiency; coordinate, supervise, and evaluate the work of professional employees, and instruct and advise them in their work; formulate practical and comprehensive plans for the psychiatric care and treatment of adult offenders; establish and maintain cooperative relations with those contacted in the work; prepare clear and concise reports; and communicate effectively.

**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**

Familiarity with the DSH-Atascadero Administrative Manual, especially those Administrative Directives which relate to the function of Medical Staff; familiarity with the Medical Staff Bylaws and Medical Staff Rules of DSH-Atascadero.

**TECHNICAL COMPETENCIES**

Knowledge of W&I Title XXII, DSH Special Orders and Administrative Letters, and all relevant California and US laws.

**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 Medical Board of California or the Osteopathic Medical Board of California.

**TRAINING CATEGORY - 2**

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

The employee is required to complete mandated leadership training and development curriculum for CEAs, managers, and supervisors upon initial appointment as outlined in Government Code Section 19995.4.

The employee is required to complete Ethics Training Pursuant to Assembly Bill 3022 and Government Code 11146.4. The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict- of-interest code.

**PHYSICAL DEMANDS – See attached**

**WORKING CONDITIONS:**

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.

	<p>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 <span style="float: right;">_____</span> Date</p> <hr/> <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 <span style="float: right;">_____</span> Date</p> <p>_____</p> <p>Reviewing Supervisor's Signature <span style="float: right;">_____</span> Date</p>

**Physical Requirements of Position**  
**CHIEF PSYCHIATRIST (9774)**

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					
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					