

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 578-146-7561-001	Date:
Class: Chief Physician and Surgeon	Name:
<p>Under general direction of the Administrator, this position will supervise and direct the medical activities of the Skilled Nursing Facility (SNF), Residential Care Facility for the Elderly (RCFE), and Ambulatory Care Clinics (ACC), as well as provide supervision to all medical staff assigned to the Veterans Home of California (VHC - Redding). Develop and recommend policies and procedures, advise, consult and recommend procedures, treatments, or other course of action to assist medical staff, nursing staff and medical administrative staff in specific patient cases. Present recommendations to the Administrator on such matters as hospital policy, new forms of treatment, the need for equipment and facilities and personnel and budgeting; train and evaluate the performance of personnel and take or recommend appropriate action. Provider must be linked, through their National Provider Identifier (NPI), to their facility for Medicare, MediCal, and all other applicable insurance vendors.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	<p>Supervise all medical staff assigned to the Home. Orient, train and evaluate the performance of medical staff and take appropriate personnel action. Establish and maintain work schedules and assignments of ACC medical staff.</p> <p>Provide primary care for residents in the medical clinic through routine and regular medical evaluation of residents admitted to the VHC-Redding. Perform complete physical examinations on an annual basis. Provide written documentation in the Unit Health Record including physical findings, diagnosis and therapeutic treatment plan, prescribed medications, progress notes, problem list, and discharge summary. Identify patient(s) requiring transfer to facilities for continued/higher level of health care. Order and review necessary laboratory and radiological examinations and respond to reports/results. Refer to specialists when medical care exceeds the ability and/or expertise of the physician and surgeon.</p>
30%	<p>Complete resident admission process and follow resident medical care with monthly (or as needed) medical rounds in the SNF. Visit patients and provide required medical documentation of orders, progress/decline of health status, and documentation of preferred intensity of care in each resident's medical record. Provide overall guidance and instruction to staff involved with patient care for the residents.</p>
10%	<p>Complete appropriate charge slips for all resident visits in order for the VHC-Redding to be reimbursed for services provided.</p>
5%	<p>Attend staff conferences and case discussions of resident's medical conditions. Participate in the Interdisciplinary Team Meetings as needed. Make recommendations for improving level of care.</p>
5%	<p>Attend medical staff committee meetings and participate in clinical projects. Serve as member/chairman of various VHC-Redding committees.</p>
5%	<p>Take after hours, weekend, and holiday calls on a rotational basis and share coverage of all duties for providers out sick or on leave.</p>
NON-ESSENTIAL FUNCTIONS	
5%	<p>Other related duties as assigned.</p>

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Evaluate patients; review chart data; proofread documents; prepare various forms, memos, reports, letters; view computer screen.					X
HEARING: Answer the telephone; communicate with Administration, department managers, department staff and residents; answer inquiries; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; answer inquiries; provide verbal information; interact in meetings.				X	
WALKING: Within the home to various units			X		
SITTING: Work station; meetings; training.				X	
STANDING: Complete physical examinations.			X		
BALANCING:		X			
CONCENTRATING: Practice medicine, determine patient treatment plans, interpret data, and interview patients.					X
COMPREHENSION: Practice medicine, determine patient treatment plans, interpret data, and interview patients.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:		X			
LIFTING UP TO 20 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys and computer keyboard.		X			
REACHING: Answer telephone; use a mouse; print documents on desk printer; retrieve documents from printer.		X			
CARRYING: Transport documents		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Patient evaluations, physical examinations; use copier; access low file drawers.		X			
KNEELING: Patient evaluations, physical examinations; access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.		X			
HANDLING: Patient charts, charge slips.			X		
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Medical equipment, computer, telephone, printer, copier,		X			
WORKING INDOORS: Facility treatment rooms, resident rooms, enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____