

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 11/4/2025
Employee Name	Division Medical Director		
Position No / Agency-Unit-Class-Serial 455-420-7561-XXX	Unit Central Medical Services		
Class Title Chief Physician & Surgeon (Safety)	Location Atascadero State Hospital		
Subject to Conflict of Interest ☒ Yes ☐ No	CBID M16	Work Week Group SE	Class Ranges V, W, Y
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Serve as chief of service in charge of a major general medical and surgical subdivision in a large State hospital; or supervise physicians and other professional personnel giving medical care to clients/patients; give medical service to such clients/patients. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).			
30%	• Take action, as directed, to promote and implement the principles of Continuous Quality Improvement and Quality Assessment and Improvement within the structure of Central Medical Services • Participate in the establishment/monitoring and maintenance of the Central Medical Services Process Management Team. • Monitor and maintain compliance with The Joint Commission and Licensure standards. • Establish and monitor an environment of non-violence. • Responsible for the consolidated Department of Medicine/Central Medical Services Performance Improvement quarterly reports. • 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.		
30%	• Responsible for the Clinical supervision of the medical component of the following services within Central Medical Services: Clinical Laboratory, Radiology Department, Physical, Occupational, and Speech Therapy, Central Supply, Central Medical Clinic, EEG-ECG Department, Family Nurse		

	Practitioner Services, and Public Health Services. Responsible for the Clinical supervision of the medical component of the following services outside Central Medical Services: Urgent Care Room Services and Unit 1. • Responsible for supervision of physicians within the Department of Medicine. • May, at the discretion of the Chief of Primary Care, serve as the Hospital's Clinical Laboratory Director, Radiology Services Administrative Director, and is the Central Medical Clinic Director. • Serves as the hospital's Medical Reviewing Officer and is therefore responsible for reviewing and evaluating employment risks as they relate to preplacement medical examinations and other ongoing occupational health issues. • Establish an environment conducive to maintaining hospital wide Biopsychosocial Rehabilitation goals. • Establish safety via education and training of (patients and) staff. Ensure participation in area specific Safety Committee, providing feedback to hospital wide committee. • Serves as the Contract Manager for all medical/clinical related contracts at the Department of State Hospitals- Atascadero. Assists the Hospital Fiscal Officer in obtaining contracts and agreements with outside medical providers for services not provided directly by Central Medical Services. Is responsible for monitoring contract performance. Serves as a professional liaison with contracted medical providers to assure collaboration and quality care provision. • Provides direct medical care to patients when assigned and if other clinicians are not available to meet the needs of Hospital forensic patients/employees, including on any Unit, the UCR, and in the Central Medical Clinic. • Reviews and authorizes referrals made for out-of-facility clinical services. Serves to collaborate referral information back to medical staff for purpose of education and clinical care coordination.
30%	• The manager is responsible for direct supervision of staff as assigned by the Medical Director/designee. • Review Service overtime and use of unscheduled time off, audit for patterns and trends, and provide recommendations for improvement and/or initiate corrective action. This review/audit will include areas identified to reduce workers compensation costs. • Take an active role in implementing operations to comply with department and hospital EEO goals. • Assist in determining established training needs and assure that proper training is provided in cooperation with the Program Training Coordinator and Training Department.

	• As assigned, is responsible to assure that performance standards are met as required both by Hospital policy and relevant State laws. • This compliance shall be reflected in timely, accurate and appropriate employee evaluations that reflect essential duties as stated in the Duty Statement. • Employee evaluations shall verify completion of annual physical and current licensure when applicable. • Criteria-Based Performance Appraisal and Duty Statement input will be incorporated into evaluations where indicated. • Manager/Supervisor Performance Assessment System will be completed where indicated.
10%	• Maintain effective customer/supplier relationships relative to Central Medical Services to meet operational needs to achieve both Central Medical Service's and the Hospital's stated missions. • Effectively communicate policies and procedures.
Other Information	Supervision Received: Chief of Primary Care Supervision Exercised: Physicians and Surgeons, Senior Radiological Technologists, CMS Supervising R.N., Family Nurse Practitioners, Public Health Nurses, Supervising Clinical Laboratory Technologist Physical, Occupational, and Speech Therapists, Staff Services Analyst and Office Technician. KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Principles and methods of general medicine and surgery and skill in their application; principles of psychiatry and neurology; principles and applications of psychiatric social work, clinical psychology, physical therapy, the various rehabilitative therapies, and other ancillary medical services; current developments and trends in general medicine, surgery, and psychiatry; principles and practices of hospital administration and personnel management; principles and practices of medical research; principles, methods and objectives of training treatment personnel; department's Equal Employment Opportunity (EEO) program objectives; a manager's role in the EEO program and the processes available to meet EEO objectives. ABILITY TO: Direct and coordinate complex and varied activities in the field of general medicine and surgery; coordinate and participate in psychiatric and medical research; analyze situations accurately and take effective action; effectively contribute to the department's

EEO objectives.

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 forensic patients and/or staff for urgent or acute conditions in the Urgent Care Room setting.
- Demonstrates ability to evaluate and treat forensic patients on psychiatric treatment units.
- Demonstrates ability to evaluate and treat forensic patients on the Infirmary Unit.
- Demonstrates ability to evaluate and treat forensic patients in the Medical/Surgical

Clinic.

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; and possession of a valid certificate issued by an American Medical Specialty Board or an Osteopathic Board as a specialist in one of the fields of medicine, or Secretary of an American Specialty Board or an American Osteopathic Board.

TRAINING CATEGORY - 2

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

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.

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.

	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). _____ Employee Signature _____ Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ Supervisor's Signature _____ Date _____ Reviewing Supervisor's Signature _____ Date

**Physical Requirements of Position
CHIEF PHYSICIAN SURGEON (7561)**

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					