

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval FA	Date 8.24.2026
Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-xxx-7619-xxx		Unit Psychiatry		
Class Title Staff Psychiatrist		Location Norwalk CA		
Subject to Conflict of Interest ☐ Yes ☐ No		CBID R16	Work Week Group: E	Pay Differential
Other				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under general direction, Staff Psychiatrists is the primary attending physician for each patient served and is responsible for making definitive diagnoses and decisions; examines and diagnoses psychiatric patients; determines types of psychiatric and general medical treatment needed; administers psychiatric treatment with assistance from multi-disciplinary clinical staff.				
% of time performing duties	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.)			
70% Clinical	<u>ESSENTIAL FUNCTIONS</u> Performs psychiatric evaluations. May provide clinical leadership of the treatment team. Formulates the diagnosis of record according to the DSM and approves individualized treatment plans based on identified clinical problems, consistent with Department of State Hospitals (DSH), and Department of State Hospitals – Metropolitan (DSH-M) guidelines and policies. Serves as a resource for education of staff regarding pertinent policies and standards and current medical and psychiatric practice. As primary provider of care, writes orders for admission, transfer, discharge, medications, restraints and seclusion, suicide precautions, etc., as indicated, according to current DSH and DSH-M guidelines and policies. Meets at least monthly with each assigned patient to review their physical and mental status, treatment progress and medication, and documents findings promptly and properly. Meets with each assigned patient at intervals and, as treatment team leader, assures team compliance with the documentation standards of the treatment plan. Recommended Continuing Care Plan/Discharge Summary and other documentation for patients, incorporating subjective and objective information, test results, assessment of the current clinical condition and future treatment needed.			

	Evaluate the Medical and/or Psychiatric aspects of treatment programs for quality of medical services and conformance with the Treatment Plan and any regulatory requirements. Participates in the unit's shift change meetings to exchange information concerning assigned patients and their treatment goals and objectives and confers with staff regarding therapeutic interventions. • Conduct regular rounds to identify signs and symptoms of mental illnesses, signs of medication side effects, and problematic issues that need to be addressed and/or to formulate best treatment approach. • Evaluate effects of medication on physical and mental status of patients. • Meet with patients to review physical and mental status and medication. • Provide consultation on psychopharmacology and restraint/seclusion issues when requested. • Evaluate assaultive incidents and develop a treatment plan to decrease future violence and determine whether the patient needs to remain in seclusion. • Evaluate and attend to suicide threats, attempts or self-harm and develop treatment plan to prevent self-harm or violence. • Order laboratory tests to monitor for side effects for medication in order to guard against side effects for medications. • Prescribe medication as clinically indicated and provide appropriate follow-up to assess patient response to medication. • Review and respond to the sick call book for concerns from medical staff regarding treatment for patient or whether patient needs to be seen. • Provides overview and/or delivery of general medical/surgical care in consultation with the Primary Care Physician (Med/Surg). • May complete a discharge summary within 14 days of discharge for any assigned patients. • Responds to requests for emergency evaluations in a timely manner.
15%	• Participates in medical staff activities, meetings, and serves on committees. • Advises and assists the Executive Director and/or the Medical Director, as requested, on hospital administration issues. • Meets regularly with program management and reviews program goals, plans, treatment issues, and effectiveness. Participates in unit management meetings involving patient issues and maintenance of therapeutic milieu. • Participates in continuing medical education and in approved research. • Provides in service training such as lectures and informal talks or consultations with staff. • May supervise residents, fellows, and other trainees. • Provides preceptorship and proctorship for new Staff Psychiatrists and peer review for all Staff Psychiatrists, as assigned. • Participates in statewide committee meetings whenever assigned and may represent the medical staff.

	• Carries out other duties and assignments as directed by the Medical Director, Chief Psychiatrist, and/or the Senior Supervising Psychiatrist. • Leads/participates actively in hospital performance improvement activities such as peer review. • Establish and maintain positive working relationships with hospital staff and other agencies. • Comply with both statewide and local hospital policies and procedures. . • May Interact with patients' families to get more information to guide treatment. Ask families to guide us with treatment. Family will have more success with convincing patients. • May evaluate and prescribe orders for hormone treatments with patients with trends gender issues in addition to curbing appetite. • May petition the Court for involuntary medication treatment, medical probate, or other services as clinically indicated. • May liaison with CONREP, CDCR and other outside agencies as clinically indicated. • Communicates effectively in spoken and written language with assigned patients, staff, and the courts. Written language includes, when necessary, the use of computer word processing programs, e-mail and other automation. Spoken language includes direct speech and required dictation. • Checks emails periodically throughout the day.
10%	• May respond to and discuss appropriate matters with qualified individuals, such as lawyers, judges, probation officers, and community mental health workers. • May prepare forensic reports as required by the court and correspond with other future providers for continued care of the patient. • May do Involuntary medications. – have another doctor who write report for forensic evaluations. • May appear and provide expert testimony in Superior Court, the Board of Parole Hearings, or other administrative or judicial bodies when subpoenaed. • Completes annual block training (e.g., CPR, TSI, HIPPA, etc...) per hospital policy and any other required training as directed by his/her Supervisor. • Provides coverage. • May complete fee-for-service documentation with ICD – 10 Diagnosis Codes and CPT Codes, as required per DSH policy. • Proctor and educate medical students and/or residents as assigned.
5%	<u>MARGINAL FUNCTIONS</u> Other duties as assigned.

Other Information	SUPERVISION RECEIVED Under the general direction of the Senior Psychiatrist Supervisor or designee, the Staff Psychiatrist will perform the aforementioned duties. SUPERVISION EXERCISED The Staff Psychiatrist has no direct supervision of employees. However, a Staff Psychiatrist may be assigned to proctor medical students, residents, and other physicians. The proctorship of a colleague is done at the request of the Credentials Committee. They may also be assigned to participate in the education and training of Medical Students and Psychiatry Residents KNOWLEDGE AND ABILITIES KNOWLEDGE OF: Principles and methods of psychiatry, general medicine, and surgery and skill in their application; current developments in the field of psychiatry; mental hospital organization and procedures; principles and application of psychiatric social work, clinical psychology, physical therapy, various rehabilitation therapies, and other ancillary medical services; principles and techniques of psychiatric research; principles and practices of effective supervision and directing the work of others. ABILITY TO: Direct the work of others; instruct in the principles and practices of psychiatry; interpret laboratory analyses and x-rays; prepare and supervise the preparation of case histories and the keeping of hospital records; analyze situations accurately and take effective action. REQUIRED COMPETENCIES PHYSICAL The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion. 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 and vigilance in the identification of safe or security hazards. CPR
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	Maintains current certification. AGE SPECIFIC Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories: ☐ Adult ☐ Geriatric THERAPEUTIC STRATEGIC INTERVENTION (TSI) Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace which enables the employee to work effectively. PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with Health Insurance Portability and Accountability Act (HIPAA) and all other applicable privacy laws. SITE SPECIFIC COMPETENCIES Demonstrates knowledge of the Medical Staff By-Laws, Rules & Regulations, DSH Psychopharmacological Guidelines, Pharmacy & Therapeutics Manual, DSH Policy Directives, local Administrative Directives and any other policies and guidelines (e.g., TJC and CDPH Licensing standards) applicable. Knowledge of: • General Psychiatry • Geriatric Psychiatry • Forensic Psychiatry • PC 2684, PC 2962, PC 1370, PC 1026, and Conservatorship commitments. TECHNICAL PROFICIENCY (SITE SPECIFIC) Demonstrates knowledge of Medical Informatics. Ability to use available computer technology. Licensing and Certification
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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

Training category- 10

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

Working Conditions

Employee is Required to :

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job duties.

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).

	_____ Employee's 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

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – NAPA**

JOB CLASSIFICATION: STAFF PSYCHIATRIST (SAFETY)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Staff Psychiatrists are responsible for making definitive diagnoses and decisions. The Staff Psychiatrist examines and diagnoses psychiatric patients; determines types of psychiatric and general medical treatment needed; and, administers psychiatric treatment with assistance, as necessary, from multidisciplinary clinical staff.

30% Prescribes psychoactive and anticonvulsant medications within the Department of State Hospitals - Napa guidelines; orders routine laboratory studies, x-rays, and consultations as indicated (Dental, Medical, Neurological, Psychological, etc.); prescribes routine ancillary services, such as art therapy, dance therapy, rehabilitation therapy, and special diets; renders routine supportive psychotherapy, both individual and group; and, renders routine general medical care not requiring specialty consultation.

30% Performs standard psychiatric and physical exams as delineated in the Physician Manual; and, develops and approves, in conjunction with the treatment team, a comprehensive individualized treatment plan for each patient under their care.

30% Completes documents such as admission notes, discharge, summaries, Jamison-Farabee forms, court reports, etc., in a timely manner; and, provides court testimony as required.

10% Performs other duties as required.

0% **SITE SPECIFIC DUTIES**
None.

0% **TECHNICAL PROFICIENCY**
None.

2. SUPERVISION RECEIVED

The Staff Psychiatrist is under the supervision of the Senior Psychiatrist (Supervisor). He/She is also professionally accountable to the Medical Staff through the Chief of Staff and its committee structure, and to the Medical Director.

DUTY STATEMENT – STAFF PSYCHIATRIST (SAFETY)

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3. SUPERVISION EXERCISED

The Staff Psychiatrist has no direct supervision of employees. However, a Staff Psychiatrist may be assigned to proctor medical students, residents, and other physicians. The proctorship of a colleague is done at the request of the Credentials Committee.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles and methods of psychiatry, general medicine, and surgery, and skill in their application; current developments in the field of psychiatry; mental hospital organization and procedures; principles and application of psychiatric social work, clinical psychology, physical therapy, various rehabilitation therapies, and other ancillary medical services; principles and techniques of psychiatric research; and, principles and practices of effective supervision and directing the work of others.

ABILITY TO:

Direct the work of others; instruct in the principles and practices of psychiatry; interpret laboratory analyses and x-rays; prepare and supervise the preparation of case histories and the keeping of hospital records; and, analyze situations accurately and take effective action.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

AGE SPECIFIC

Provides services commensurate with age of patients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent ☒ Adult (18-54) ☒ Geriatric (55 & up)

° Age specific competencies of this classification are identified and validated through the privileging process.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (TSI).

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the

DUTY STATEMENT – STAFF PSYCHIATRIST (SAFETY)

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employee to work effectively.

SITE SPECIFIC COMPETENCIES

None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

6. 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.

7. TRAINING - Training Category = B

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

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Reviewing Supervisor
Signature

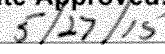
Print Name

Date

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

**CLASSIFICATION:
STAFF PSYCHIATRIST (SAFETY)**

Approved by Medical Director – Dr. Withrow
Signature: 

Date Approved:


1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Staff Psychiatrists are responsible for making definitive diagnoses and decisions. The Staff Psychiatrist examines and diagnoses psychiatric clients/patients; determines types of psychiatric and general medical treatment needed; administers psychiatric treatment with assistance, as necessary, from multi-disciplinary clinical staff.

80% CLINICAL:

- **Performs psychiatric evaluations.**
- **Provides clinical leadership** of the Interdisciplinary Treatment team. Formulates the diagnosis of record according to the DSM-IV-TR and approves individualized treatment plans based on identified clinical problems, consistent with Department of Mental Health and Coalinga State Hospital guidelines and policies. Serves as a resource for education of staff regarding pertinent policies and standards and current medical and psychiatric practice.
- **As primary provider of care, writes orders for admission, transfer, discharge, medications, restraints and seclusion, suicide precautions, etc., as indicated,** according to current Department of Mental Health and Coalinga State Hospital guidelines and policies.
- Meets at least monthly with each patient to review their physical and mental status and medication. Meets with each patient and reviews their clinical condition, diagnosis, treatment and prognosis every 60 or 90 days in conjunction with their scheduled treatment planning conference. Participates in the unit's shift change meetings to exchange information about patients and their treatment and to promote directions as needed.
- Provides individual and group psychotherapy.
- **Provides consultation on psychopharmacology and restraint/seclusion issues when so requested.**
- Interacts with unit staff and patients on a variety of daily psychiatric issues, i.e., individuals who request to meet with the psychiatrist or who are referred by staff because of change of status, behavioral changes, or deterioration in functions.
- **Evaluates assaultive incidents.**
- **Evaluates and attends to suicide threats, attempts, or self-harm.**
- **Provides required documentation and reports,** such as progress

notes, Recommended Continuing Care Plan/Discharge Summary, and other documentation as required by the Mental Health Documentation System.

- Meets with patients' families as indicated.
- **Prepares court reports whenever indicated, and appears and provides expert testimony in Superior Court whenever subpoenaed to do so.**
- As permitted by law or with patient's approval, responds to and discusses appropriate matters with qualified others such as lawyers, judges, probation officers, community mental health workers, etc.
- **Communicates effectively in spoken and written language** with patients, staff, and the courts.

20% ADMINISTRATIVE:

- Participates in medical staff activities and serves on committees.
- Advises and assists the Executive Director and/or the Medical Director, as requested, on hospital administration issues.
- Meets regularly with program management and reviews program goals, plans, treatment issues, and effectiveness.
- Participates in unit management meetings involving patient issues and maintenance of therapeutic milieu.
- Participates in continuing medical education and in approved research.
- Provides in-service training such as lectures and informal talks or consultations with staff.
- May supervise Residents Fellows and other trainees.
- **Provides preceptorship and proctorship for new Staff Psychiatrist, and peer review for all Staff Psychiatrist, as assigned.**
- Participates in statewide committee meetings whenever assigned.
- Carries out other duties and assignments as directed by the Medical Director and/or Program Director.

2. SUPERVISING RECEIVED:

Senior Psychiatrist (Supervisor)

3. SUPERVISION EXERCISED:

None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Principles and methods of psychiatry, general medicine, and surgery, and skill in their application; current developments in the field of psychiatry; mental hospital organization and procedures; principles and

application of psychiatric social work, clinical psychology, physical therapy, various rehabilitation therapies, and other ancillary medical services; principles and techniques of psychiatric research; principles and practices of effective supervision and directing the work of others.

ABILITY TO: Direct the work of others; instruct in the principles and practices of psychiatry; interpret laboratory analyses and x-rays; prepare and supervise the preparation of case histories and the keeping of hospital records; analyze situations accurately and take effective action.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever 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 of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates 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.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: Knowledge of PC 2684, PC 2962, PC 1026, SVP, and Conservatorship commitments.

TECHNICIAN PROFICIENCY (SITE SPECIFIC): Use of ASP and CATPA in treatment planning. Use of antiandrogen and SSRI in the treatment of sex offenders

6. **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 Services.
7. **TRAINING:**
Training Category – 1 – Training Procedure No. 03-11.
The employee is required to keep current with the completion of all required training.
8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. 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.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – ATASCADERO
MEDICAL STAFF**

STAFF PSYCHIATRIST

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under general direction, incumbents are responsible for making definitive diagnoses and decisions; examines and diagnoses psychiatric patients; determines types of psychiatric and general medical treatment needed; administers psychiatric treatment with assistance from multi-disciplinary clinical staff, and provides treatment mall services.

A. CLINICAL - 80%

1. **Performs psychiatric evaluations.**
2. **Provides clinical leadership** of the treatment team. Formulates the diagnosis of record according to the DSM and approves individualized treatment plans based on identified clinical problems, consistent with Department of State Hospitals (DSH), and Department of State Hospitals – Atascadero (DSH-A) guidelines and policies. Serves as a resource for education of staff regarding pertinent policies and standards and current medical and psychiatric practice.
3. **As primary provider of care, writes orders for admission, transfer, discharge, medications, restraints and seclusion, suicide precautions, etc., as indicated**, according to current DSH and DSH-A guidelines and policies.
4. **Meets at least monthly with each assigned patient** to review their physical and mental status, treatment progress and medication, and documents findings promptly and properly. Meets with each assigned patient at intervals and, as treatment team leader, assures team compliance with the documentation standards of the treatment plan. Participates in the unit's shift change meetings to exchange information concerning assigned patients and their treatment goals and objectives, and confers with staff regarding therapeutic interventions.
5. **Provides daily sick call** for assigned patients and patients for whom (s)he is acting as "coverage" for days off and vacations.

6. Interacts with unit staff and assigned patients on a variety of daily psychiatric issues, i.e., patients who request to meet with the psychiatrist or who are referred by staff because of change of status, behavioral changes, or deterioration in functions.
7. **Evaluates and documents assaultive incidents and suicidal threats, attempts, and self-harm behaviors**, and provides authorization and supportive documentation for management of dangerous behaviors.
8. Provides required documentation and reports, including progress notes, Recommended Continuing Care Plan/Discharge Summary, and other documentation as required by the DSH-A Mental Health Documentation System and DSH policy.
9. Meets with the families of assigned patients as indicated.
10. **May be called upon to prepare court reports** whenever indicated, and appear and provide expert testimony to the Board of Parole Hearings, superior courts, or other administrative or judicial bodies in response to subpoena.
11. As permitted by law or with patient's approval, responds to and discusses appropriate matters with qualified others such as lawyers, judges, probation officers, and community mental health workers.
12. **Communicates effectively in spoken and written language** with assigned patients, staff, and the courts. Written language includes, when necessary, the use of computer word processing programs, e-mail and other automation. Spoken language includes direct speech and required dictation.

B. ADMINISTRATIVE - 20%

1. Participates in medical staff activities and serves on committees.
2. Advises and assists the Executive Director and/or the Medical Director, as requested, on hospital administration issues.
3. Meets regularly with program management and reviews program goals, plans, treatment issues, and effectiveness.
4. Participates in unit management meetings involving patient issues and maintenance of therapeutic milieu.

5. Participates in continuing medical education and in approved research.
6. Provides inservice training such as lectures and informal talks or consultations with staff.
7. May supervise residents, fellows, and other trainees.
8. Provides preceptorship and proctorship for new Staff Psychiatrists and peer review for all Staff Psychiatrists, as assigned.
9. Participates in statewide committee meetings whenever assigned.
10. Carries out other duties and assignments as directed by the Medical Director, Chief Psychiatrist, and/or the Senior Supervising Psychiatrist.

2. SUPERVISION RECEIVED

The Medical Director has delegated supervision of the Staff Psychiatrist in the following way:

A. CHIEF PSYCHIATRIST

The Chief Psychiatrist exercises direct supervision over the assignment and clinical work of the Staff Psychiatrist, under the direction of the Medical Director.

B. MEDICAL STAFF

The Staff Psychiatrist is a member of the organized Medical Staff of Atascadero State Hospital, and is thus responsible to the Chief of Medical Staff for all activities which are within the scope of the Medical Staff Bylaws and Rules and Regulations.

The Staff Psychiatrist is accountable to the Chief Psychiatrist for time spent in Medical Staff-related activities.

3. SUPERVISION EXERCISED

N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles and methods of psychiatry, general medicine, and surgery and skill in their application; current developments in the field of psychiatry; mental hospital organization and procedures; principles and application of psychiatric social work, clinical psychology, physical therapy, various rehabilitation therapies, and other ancillary medical services; principles and techniques of psychiatric research; principles and practices of effective supervision and directing the work of others.

ABILITY TO:

Direct the work of others; instruct in the principles and practices of psychiatry; interpret laboratory analyses and x-rays; prepare and supervise the preparation of case histories and the keeping of hospital records; analyze situations accurately and take effective action.

5. REQUIRED COMPETENCIES

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 and vigilance in the identification of safe or security hazards.

CPR

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

☒ Adult ☒ Geriatric

MANAGEMENT OF ASSAULTIVE BEHAVIOR

Applies and demonstrates knowledge of correct methods in the Therapeutic Strategies and Intervention (TSI).

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enables the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with Health Insurance Portability and Accountability Act (HIPAA) and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Knowledge of the PC 2684, PC 2962, PC 1370, PC 1026, and Conservatorship commitments.

Relationship Security

Demonstrates professional interactions with patients and maintains therapeutic boundaries.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Use of the WAARMS documentation system.

Use of the hospital e-mail, hospital dictation system, and computer data entry.

6. 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.

7. TRAINING

Training Category = 03

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

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee's Signature

Date

Supervisor's Signature

Date

Reviewing Officer's Signature

Date

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date
Employee Name	Division Department of State Hospitals-Patton		
Position No / Agency-Unit-Class-Serial	Unit		
Class Title STAFF PSYCHIATRIST (SAFETY)	Location Psychiatry		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R16	Work Week Group: SE	Pay Differential Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under general directions of their Senior Psychiatrist Supervisor to provide psychiatric care in a State Hospital as well as other related work.			
% of time performing duties	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).		
60%	CLINICAL SERVICES: The Staff Psychiatrist is the primary attending physician for each patient served and is responsible for making definitive diagnoses and treatment decisions. The Staff Psychiatrist examines and diagnoses psychiatric patients served; determines and orders the types of psychiatric and general medical treatments needed; and administers psychiatric treatment with assistance or consultation, as necessary, from multi-disciplinary staff. Provides routine and emergency psychiatric treatment in accordance with the Department of State Hospitals, DSH-Patton, and other State and Federal agencies, laws, rules, regulations, and standards. Provides evaluation, diagnosis, initial treatment planning, and ongoing psychiatric treatment for assigned patients. Evaluates newly admitted patients to the hospital, including completion of the Admission Psychiatric Evaluation (APE) within 24 hours. Reviews a patient's progress according to hospital policy, with treatment modification and any consultation as appropriate; Patients are seen along with chart documentation (monthly PPN) at a minimum of monthly or whenever there is a significant change in condition. During the first 60 days of hospitalization, patients are to be seen weekly along with chart documentation (weekly PPN).		

	Psychiatric Progress Notes (weekly and monthly PPN's) are to be typed and placed in the chart and also saved in the Program Shares Drive. Provides informed consent including completion of the Informed Consent for Psychotropic Medications form (DSH-9181) for each psychotropic medication prescribed to a patient, as per DSH policy. Regularly reviews each assigned patient's prescribed medications and renews their monthly medication orders with the pharmacy, as required per policy. Regularly reviews and signs all laboratory/radiology results and makes any necessary treatment changes as clinically indicated. Completes a discharge summary within 14 days of discharge for any assigned patients. Responds to requests for emergency evaluations in a timely manner. Provides intensive monitoring of patients who present any significant potential danger to self or others. Patients are seen along with chart documentation within one hour of when a patient is initially placed in seclusion or restraints, and then every 8 hours when seclusion or restraint orders need extension. In addition, patients requiring enhanced observation for psychiatric/behavioral reasons are seen daily with chart documentation. Provides overview and/or delivery of general medical/surgical care in consultation with the Primary Care Physician (Med/Surg). Completes fee-for-service documentation with ICD – 10 Diagnosis Codes and CPT Codes, as required per DSH policy. Completes documentation of all services provided in a clear, legible, and timely manner. Provides cross-coverage for other Psychiatrists during any absences as assigned. Carries and maintains a functioning pager during work hours and responds to pages in a timely manner (usually within 15 minutes). Checks and responds to work e-mail periodically throughout the day. Attends and participates in Clinical Morning Report Meetings on assigned unit(s). Communicates with and secures approval from assigned Supervisor for absences or deviations from schedule and makes coverage arrangements for assigned patients if not available during regular work hours
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20%	Treatment Team Leadership: Provides clinical leadership of the Treatment Team to ensure the team functions in an interdisciplinary collaborative fashion. Leads the Treatment Team in assigning tasks to develop a Treatment Plan for each assigned patient, and modifies the Treatment Plan on an ongoing basis, as appropriate and per DSH policy, according to the patient's changing condition and risk status. Forensic Duties: Provides forensic documentation (i.e., court reports) to the Superior Court and other entities, as per applicable statute, based on a patient's forensic commitment type. This includes responding to any minute orders, subpoenas or other requests from the Court and may involve travel and court testimony. Petitions the Court for involuntary medication treatment, medical probate, or other services as clinically indicated. Liaison with CONREP, CDCR and other outside agencies as clinically indicated.
10%	ADMINISTRATION AND TRAINING: Serves as a resource for education of staff regarding pertinent policies, and current standards of medical/psychiatric practice. Participates actively in Medical Staff committees and meetings with at least 75% attendance. May represent the Medical Staff as an elected officer and/or serve on various committees and sub-committees as assigned. Leads/participates actively in hospital performance improvement activities such as peer review. Establish and maintain positive working relationships with hospital staff and other agencies. Comply with both statewide and local hospital policies and procedures. Completes annual block training (e.g., CPR, TSI, HIPPA, etc...) per hospital policy and any other required training as directed by his/her Supervisor.
10%	Perform any other duties as assigned by their Supervisor.

Other Information	SUPERVISION RECEIVED The Staff Psychiatrist is under the direct supervision of the Senior Psychiatrist (Supervisor) and through their chain of command the Chief Psychiatrist and Medical Director. SUPERVISION EXERCISED The Staff Psychiatrist may be assigned to proctor other physicians as part of being a member of the Medical Staff. They may also participate in the education and training of Medical Students and Psychiatry Residents. KNOWLEDGE AND ABILITIES KNOWLEDGE OF: Principles and methods of psychiatry and general medicine; current developments in the field of psychiatry, including the interactions of major psychotic and mood disorders with trauma and adverse childhood events, substance use disorders, and intellectual disabilities; pharmacology principles (including use of clozapine) used in patients with severe and persistent mood and psychotic disorders; principles and applications of psychiatric social work, clinical psychology, the various rehabilitative therapies, and other ancillary medical services; psychiatric research methods and techniques; principles and practices of personnel management; Some prior knowledge of forensic psychiatric principles is desirable but not required. ABILITY TO: Coordinate and participate in psychiatric clinical work; direct and coordinate the work of a professional staff; Delegate work to other Treatment Team members and Level of Care Staff; perform psychiatric assessments and focused risk assessments; instruct in the principles and practices of psychiatry; order and administer psychiatric treatment including prescription of medications; interpret laboratory results and x-rays; prepare and supervise the preparation of case histories and the keeping of hospital records; analyze situations accurately and take effective action. Read and write English at a level required for successful job performance; conduct in-service training programs; plan, organize, and direct the work of others; work effectively with and give instructions to patients and wards; keep inventories and make requisitions; analyze situations accurately and take effective action; keep records and prepare reports. REQUIRED COMPETENCIES INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.
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SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories: Young Adult (18-29), Early Adult (30-50), Late Adult (51-79), Geriatric (80+)

THERAPEUTIC STRATEGIES AND INTERVENTIONS (TSI)

Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (TSI).

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria, and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES:

Demonstrates knowledge of the Medical Staff By-Laws, Rules & Regulations, DSH Psychopharmacological Guidelines, Pharmacy & Therapeutics Manual, DSH Policy Directives, local Administrative Directives and any other policies and guidelines (e.g., TJC and CDPH Licensing standards) applicable.

TECHNICAL PROFICIENCY (SITE SPECIFIC):

Demonstrates knowledge of Medical Informatics. Ability to use available computer technology.

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.

TRAINING - Training Category = 1

The employee is required to keep current with the completion of all required training including but not limited to current CPR certification.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interaction with employees, patients, and the public.
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job duties.

Regular and consistent completion of tasks at DSH facilities or other settings 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 always.

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's 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