

**State of California
DUTY STATEMENT**



California Department of
State Hospitals

MSH3002 (Rev. 9/26/16)

RPA Control No.#		C&P Analyst Approval FA		Date 12.2.2025
Employee Name		Division Department of State Hospitals-Metro		
Position No / Agency-Unit-Class-Serial		Unit Medical Services		
Class Title Physician & Surgeon		Location Medical Services		
SUBJECT TO CONFLICT OF INTEREST CODE ☐ Yes ☒ No	CBID R16	WORK WEEK GROUP SE	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. Physicians assigned to Medical Services are licensed by the State of California. Credentials are verified, and privileges are granted by the Credentialing & Privileging Committee of Medical Staff. The Physicians work under the direct supervision of the Chief Physician and Surgeon/Program Director of Medical Services and are subject to medical staff rulings and review.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

The Physician and Surgeon is responsible for planning, directing and performing all phases of medical services and clinical care provided to the Patient and for making professional decisions regarding surgery and general medical care.

% 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 % 15 % 10 %	<u>ESSENTIAL FUNCTIONS</u> Evaluation and treatment of general medical conditions for their assigned panel of patients not requiring hospitalization or specialized care. Minor surgery; care, such as, laceration/repair, incision and drainage, IV fluid therapy, local anesthesia, and splinting/immobilization of fractures. Makes regular unit rounds, performs annual physical examinations including appropriate laboratory, X-ray and other consultations. Basic psychiatric evaluation, diagnosis and psychiatric treatment Consultations whenever required. Provide coverage for holidays, lunch and for other peers whenever needed.
5%	<u>MARGINAL FUNCTIONS</u> Act as advisor, as necessary, to the nursing staff, psychology, social work, and rehabilitation therapy regarding the aspect of Medical care. Other duties as assigned.

**Other
Information**

SUPERVISION RECEIVED

The Physician and Surgeon work under the direct supervision of the Chief Physician & Surgeon/Program Director of Medical Services

SUPERVISION EXERCISED

N/A

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 medical research.

ABILITY TO

Examine, diagnose, and treat physical and elementary mental disorders; Interpret laboratory analysis 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 and the keeping of hospital record; Analyze situations accurately and adopt an effective course of action; Direct and coordinate complex and varied activities in the field of general medicine and surgery; coordinate and participate in psychiatric and medical research.

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.

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/clients being served. Demonstrates knowledge of growth and development of the following age categories:

1. Provides in-patient treatment services commensurate with the emotional and medical needs of the hospital population.
2. Identifies, provides in-patient treatment and patient education and documents the developmental health and medical needs of the hospital population.
3. Possesses the skill and knowledge needed to evaluate and assess the effects and outcomes of in-patient treatment interventions of the hospital population.

-
4. Evaluates and verbalizes age specific concepts and is able to utilize those concepts when providing treatment/care to the hospital population.

CULTURAL AWARENESS

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

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

Demonstrate knowledge and skills in managing various individual categories eg. LPS, Forensic and SNF patients.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Basic computer skills.

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.

Employees in this classification must:

- Possess the legal requirement for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. When applicable 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.

TRAINING - Training Category

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

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.

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/clients, 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 and may be required to work overtime and float to other work locations 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 functions.

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