

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 Clinical Operations Division		
Position No / Agency-Unit-Class-Serial 461-506-9831-006	Unit Continuum-Electronic Health Record (EHR)		
Class Title: Senior Psychologist Supervisor Working Title: Electronic Health Record (EHR) Clinical Project Lead	Location		
Subject to Conflict of Interest ☒ Yes ☐ No	CBID S19	Work Week Group: E	Pay Differential
Other			
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the general direction of the Chief of the Office of Clinical Innovation & Technology CEA Level A, the Continuum-Electronic Health Record (EHR) Clinical Project lead, through partnership with diverse groups of leaders (clinical, technology, administration and financial) and stakeholders provide oversight of the EHR initiative and EHR related projects in support of the Department of State Hospital's goals and objectives. Incumbent must be able to travel to all DSH sites.			
% 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.)		
40%	Leads the planning, development, and implementation of the EHR project. Lead and coordinate EHR implementation projects, including planning, execution, and monitoring of clinical integration activities. Provides clinical, operational, and technical assistance and serves as resource to project teams. Participates in organizational strategic planning as it relates to EHR objectives, and strategic information systems planning. Ensures policies and procedures are developed and followed; and identifies areas of improvement/streamlining to increase effectiveness in obtaining customer satisfaction. Collaborate with internal and external stakeholders to ensure EHR workflows align with clinical best practices and patient safety standards. Performs administrative and supervisory responsibilities as the lead for EHR Program. Participates in the development of treatment plans, and discharge planning for patients.		
20%	Provides direction to the interdisciplinary members of the Clinical Technology Analyst Team. Assume responsibility for the recruitment and hiring of qualified team members. Prepared verbal and written reports of all project progress. Lead the identification and resolving workflow issues, escalate critical system risks, and support change management initiatives. Participate in vendor-led design, configuration, and testing sessions to ensure system functionality meets clinical standards. Review and provide feedback on system updates, enhancements, and bug fixes. Monitor vendor performance and adherence to contractual obligations, escalating concerns as needed.		

10%	Applies knowledge of clinical and operational processes and technologies in directing the design and implementation of the EHR systems. Assesses and recommends changes and request improvements to the EHR system. Coordinates scheduling of vendor meetings. Provides assessment and crisis intervention, brief intensive therapy to patients experiencing temporary situational stress.
10%	Serves as a liaison between the project team, selected vendor and the Project Sponsor and Governance Committee(s). Works with a diverse group of leaders and stakeholders and demonstrates success in moving key stakeholders to positive resolutions. Provides leadership in the coordination of interdisciplinary activities. Acts as the primary liaison between stakeholders to ensure project implementations change approvals are optimized based on workflow redesign. Coordinate care with interdisciplinary teams, referring patients as needed. Analyze patient cases, assess care effectiveness, and recommend improvements for hospital systems.
10%	Escalates decisions and issues as needed to the Executive Lead during implementation and change request activities. Coordinates project related issues with other efforts.
10%	Reviews and resolves project issues not resolved at lower levels. Assumes responsibility for problem assessment and resolution. Works with operational and clinical leadership and relevant support departments to achieve defined goals and advance the integration of clinical and operational information.
Other Information	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. The required function of this position is to consistently provide exceptional customer service to internal and external customers. Incumbent will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability. Telework is available for this position approximately 45% of the time. Travel is required approximately 20% of the time. Travel will occur and reimbursement will be in accordance with Bargaining Unit agreements and standard state travel policies. All travel will take place during the work week. This position requires that the employee continue their ongoing responsibility, and have direct care with patients at least 51% of their time, towards the protection and safeguarding of public and property as well as continued activities that provide regular and substantial contact with incarcerated individuals. The required 20% travel may be included in this 51%.

	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
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