Department of Consumer Affairs
Position Duty Statement
HR-41 (new 7/2015)

Classification Title	**Board/Bureau/Division**
Medical Consultant (Enforcement)	Division of Investigation (DOI)
Working Title	**Office/Unit/Section / Geographic Location**
Medical Consultant	Health Quality Investigation Unit (HQIU) Concord Field Office
Position Number	**Name and Effective Date**
612-345-9747-907	

General Statement: Under the general direction of the HQIU Supervising Investigator I, the Medical Consultant is responsible for evaluating the professional competence of physicians and surgeons and allied health professionals; provides medical expertise in the review of medical investigations and evaluations of the professional conduct of licensees in relation to the requirements of the law; arranges and coordinates the expert review of medical records; inspects medical records to assure conformance with the law; coordinates the activities of the peer review panels; counsels physicians whose medical practice or behavior is considered below acceptable standards; and performs other functions as related. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

100% Investigating and Evaluating Complaints (E)

- Reviews complaints against physicians and surgeons to assure compliance and conformance with sections of the Business and Professions Code relating to professional competence. **15%**
- Obtains information and evidence which requires the immediate knowledge of professional medicine in order to secure a successful completion of the investigative process. **15%**
- Conducts medical audits of hospital and office records to determine if the record, x-ray and laboratory findings support the actual diagnosis and treatment, and to assure compliance with the hospital staff, organization and record keeping provisions of Chapter 5, Division 2 of the Business and Professions Code. **15%**
- Interviews probationers according to the terms and conditions of their probation. **15%**
- Works closely with investigative staff in reviewing all malpractice cases and other complaints related to possible violations of the Business and Professions Codes. **15%**
- Interviews witnesses and interested parties to secure information relating to medical practices. **10%**
- Confers with and obtains the cooperation of recognized medical consultants concerning the specialized practices of medicine and special or unusual medical and surgical procedures and techniques. **5%**
- Consults with the Office of the Attorney General in preparation of legal actions. **5%**
- Appears as an expert witness. **5%**

B. Supervision Received

The Medical Consultant works under the general direction of the HQIU Supervising Investigator I.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The Medical Consultant has direct continual contact with co-workers (which include but is not limited to Investigators, Clerical Support, upper management, Headquarters Staff and representatives from the Attorney General's Office in order to carry out daily DOI business. The incumbent also has direct frequent contact with subjects, witnesses, complainants, victims, attorneys and experts regarding cases under investigation which may be of a sensitive nature.

F. Actions and Consequences

If the incumbent does not perform his/her duties adequately it could result in the delay or incorrect review of complaints review which could ultimately endanger California Healthcare Consumers.

G. Functional Requirements

Possession of a valid unrestricted license is required for the practice of medicine in California as determined by the Medical Board of California and possession of a valid specialty certificate issued by the American Board of Medical.

The Medical Consultant is a permanent intermittent position and hours worked are dependent on case load and the budget; permanent intermittent incumbents are limited to working 1500 hours in a calendar year. Incumbents work in an office setting with artificial light and temperature control. The incumbent must constantly operate a computer and other office productivity machinery, such as a telephone, copy machine, and a computer. The incumbent must be able to remain in a stationary position majority of the time. Travel may be required. If travel is required, the incumbent is required to travel throughout an assigned geographical area by various methods of transportation. Travel may be for one or several consecutive days.

H. Other Information

Incumbent must possess good communication, use good judgment in decision making, manage time and resources effectively, be able to work efficiently and cooperatively with others in a team setting or independently. Incumbent must be able to work under changing priorities and deadlines.

The incumbent routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance to DCA's (CORI) procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

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 hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

_____

Employee Signature Date

_____

Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

_____

Supervisor Signature Date

_____

Printed Name, Classification

Revision (02/04/19)