DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date 5/19/2026

Employee Name	**Division:** Department of State Hospitals – Patton			
Position No / Agency-Unit-Class-Serial 502-XXX-7616-XXX	**Unit** Psychiatry Residency Program (PPRP)			
Class Title Assistant Residency Director	**Location** Professional Medical Education			
Subject to Conflict of Interest ☐Yes ☒No	**CBID** **R16**	**Work Week Group:** **EXEMPT**	**Pay Differential**	**Other**

Under the general direction of the Senior Psychiatrist (Supervisor), the Senior Psychiatrist (Specialist) performs advanced journey-level psychiatric services and is assigned specialized teaching and administrative responsibilities supporting the Department of State Hospitals-Patton (DSH-Patton) Psychiatry Residency Program. The incumbent maintains a 50 percent clinical and forensic psychiatric caseload and devotes 50 percent of the position to resident education, clinical instruction, accreditation support, curriculum development, quality improvement, and related residency-program administrative activities consistent with the Senior Psychiatrist (Specialist) classification.

% 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.**
35%	**<u>Clinical Services</u>** The Senior Psychiatrist (Specialist) is the primary attending physician for each patient served and is responsible for making definitive diagnoses and treatment decisions. The Senior Psychiatrist (Specialist) 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 DSH-Patton, and other State and Federal agencies, laws, rules, regulations, and standards. Provides psychiatric evaluation, diagnosis, initial treatment planning, and ongoing treatment for assigned psychiatric patients. Evaluates newly admitted patients to DSH-Patton, 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, Psychiatric Progress Notes (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 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 International Classification of Diseases (ICD) – 10 Diagnosis Codes and Current Procedural Terminology (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.
20%	**<u>Residency Program Leadership</u>** Serve as an Assistant to the Psychiatry Residency Program, supporting the Program Director in educational and administrative functions. Assist with implementation, monitoring, and continuous improvement of the residency program in compliance with Accreditation Council for Graduate Medical Education (ACGME) requirements. Participate in resident recruitment, selection, orientation, and evaluation processes. Provide guidance and oversight related to resident performance, professionalism, and remediation as delegated.
15%	**Teaching & Faculty Collaboration Academic Professional Development (APD)** Collaborate with psychiatry faculty and interdisciplinary educators in resident education. Provide direct teaching, supervision, and evaluation of psychiatry residents in clinical settings. Participate in curriculum development, didactics, grand rounds, and academic conferences. Promote an educational environment consistent with ACGME standards and institutional values. Collaborates with psychiatry faculty and interdisciplinary educators in the development and delivery of psychiatry resident education.

	Provides **direct clinical instruction, educational supervision, mentoring, and evaluation of psychiatry residents** in clinical settings, consistent with established residency program requirements. Participates in curriculum development and delivers or facilitates didactics, grand rounds, case conferences, and other educational activities related to psychiatric practice. Supports an educational environment consistent with ACGME requirements, DSH policies, and institutional standards.
10%	**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 Conditional release program (CONREP), California Department of Corrections and Rehabilitation (CDCR) and other outside agencies as clinically indicated.
10%	**Accreditation, Quality Improvement & Compliance** Support Accreditation Council for Graduate Medical Education (ACGME) Residency accreditation activities, including documentation, data review, and continuous program improvement. Participate in resident quality improvement, including patient safety, utilization review, and peer review activities. Assist in the development, review, and implementation of clinical and educational policies and procedures.

5%	**Administrative & Committee Responsibilities** Serve as Chair for the Residency Clinical Competency Committee (CCC) and other residency-related committees as assigned. Mentor and counsel Psychiatry Program residents weekly.
5%	Perform any other Clinical Services, Treatment Team or Forensic duties as assigned by their supervisor.
Required Competencies	**SUPERVISION RECEIVED:** Reports to and is under the direct supervision of the Senior Psychiatrist (Supervisor) in the program where the Senior Psychiatrist (Specialist)/APD has direct patient care, and through their chain of command the Chief Psychiatrist and the Medical Director. Additional Consultation/Supervision: The Senior Psychiatrist (Specialist)/APD consults with and receives general supervision from the Psychiatry Residency Program Director (PD) **SUPERVISION EXERCISED:** The incumbent provides clinical instruction, educational oversight, mentoring, competency assessment, and evaluation of psychiatry residents. The incumbent may provide subject-matter consultation and educational guidance to faculty and interdisciplinary staff. **ABILITY TO:** • Ability to collaborate across disciplines • Ability to support Psychiatry Residency Program development • Ability to meet institutional credentialing requirements • Ability to integrate clinical and academic functions seamlessly • Ability to lead within complex institutional systems • Ability to mentor and supervise residents • Ability to communicate effectively across disciplines • Ability to comply with hospital and DSH policies • Ability to participate in mandatory trainings **KNOWLEDGE OF:** • Forensic Psychiatry, General Psychiatry, and Geriatric Psychiatry • PC 2684, PC 2962, PC 1370, PC 1026, and Conservatorship commitments. • Knowledge of psychiatric clinical practice

	• Knowledge of ACGME Psychiatry Residency compliance and milestones. Knowledge of graduate medical education structures • Knowledge of accreditation and regulatory frameworks **PROFESSIONAL PROFICIENCY (SITE SPECIFIC)** • 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. • Experience in academic psychiatry • Experience in residency education • Leadership or administrative experience • Experience in public sector or state hospital systems • Experience with regulatory or accreditation environments **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. **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 in accordance with policy. **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.
License or Certification	**Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO) degree** 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. A valid driver license is required when operating a state vehicle
Training	The employee is required to keep current with the completion of all hospital, professional and residency required training.
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. A required function of this position is to consistently provide exceptional customer service to internal and external customers. The employee is required to work any shift and schedule in a variety of settings and security areas 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. 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. 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). _____ _____ _____ Classification (Employee Signature) Print Name Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ _____ _____ Classification (Supervisor Signature) Print Name Date

	_____ _____ _____ Classification (Reviewing Supervisor Signature) Print Name Date

Physical Requirements of Position
Classification

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.
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				