DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Medical Services	CLASSIFICATION TITLE Chief Physician & Surgeon, Correctional Facility				
	WORKING TITLE				
	COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)	EFFECTIVE DATE				

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:	

Under the general direction of the Institution Chief Medical Executive, the Chief Physician & Surgeon, Correctional Facility, directly supervises all civil service and contract medical physicians, Nurse Practitioners, and Physician Assistants assigned to the institution and works collaboratively with other clinical and custody supervisors and managers to ensure medical services are provided safely, timely, effectively and efficiently to the patient population at the assigned institution.

% 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. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
40%	Directly supervises Physicians & Surgeons, Nurse Practitioners, and Physician Assistants (henceforth referred to as medical providers). Participates directly in the hiring process, and re-credentialing and privileging process for the medical providers. Ensures that hired medical providers receive initial orientation, comprehensive onboarding and ongoing training consistent with statewide standards, and that the medical providers participate in continuing education activities. Oversees the implementation of local professional practice processes and the appropriate assignment of patients to providers based upon case complexity and provider credentials. Regularly monitors, assesses, and documents the quality of clinical services provided by the medical providers based on professional standards and Department policy. Provides notification to the Chief Medical Executive of all serious clinical practice issues.

25%	Ensures implementation of Complete Care Model and medical services consistent with community standards, legal mandates, California Correctional Health Care Services (CCHCS) and California Department of Corrections and Rehabilitation policies and procedures and organizational goals. In partnership with nursing supervisors, oversees medical clinic operations at the assigned institution and responds to health care delivery problems presented by institution staff or managers. Works collaboratively with staff in a variety of disciplines, including nursing, mental health, dental, tele-health, laboratory, imaging, pharmacy, and custody staff, to effectively coordinate patient care. Ensures safe, timely, and effective transfers of patients to or from other institutions, higher levels of care, and during reception center processing. Ensures provider documentation and responses are appropriate and timely. Ensures medical providers effectively use the Electronic Health Record System and patient registries and other care tools. Ensures medical providers participate in daily huddles and facilitates regular Population Management Working sessions and provider meetings.
20%	Serves as a member of the institution's leadership staff; participates in various quality improvement, patient safety, and peer review forums. Reviews aggregate performance, operational and clinical data including, but not limited to, the Health Care Services Dashboard, Medical Services Reports, Joint Commission, and Office of the Inspector General Inspection Reports to identify opportunities to improve patient outcomes, and the timeliness, safety, quality, and cost-effectiveness of clinical care processes and practices. Forwards data and analyses related to reportable contagious diseases to the designated CCHCS Public Health Branch staff. Assists the Department in determining health care priorities, plans, policies, programs, and identifying related resource needs. Serves as a departmental advisor on the pragmatic application of CCHCS policies and procedures in the field. Oversees a high value utilization management system to support ongoing program evaluation and improvement, including maintaining an effective system for minimizing under- or over-utilization of both on-site, and off-site specialty services including services delivered via videoconferencing; optimizes delivery of specialty services to minimize unnecessary transports outside of the institution; and implements a process to review prescribing practices in order to identify and mitigate potentially inefficient, ineffective, and harmful medications. Authorizes requests for designated specialty services. Reviews off-site hospitalizations and emergency Department encounters to identify strategies for reducing potentially avoidable and inappropriate use. Ensures that all off-site medical consultations are timely performed.
10%	Provides direct patient care.
5%	Performs other duties as required.
	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, physical therapy, various rehabilitative therapies, and other ancillary medical services; current developments and trends in general medicine, surgery, and psychiatry, including developmental disabilities; principles and practices of hospital administration and personnel management; principles and practices of medical research; and principles and methods of training medical staff. *Ability to:* Direct and coordinate complex and varied activities in the field of general medicine and surgery; coordinate and participate in psychiatric and medical research; and analyze situations accurately and take effective action. **LICENSE REQUIREMENT** Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners and possession of a valid certificate issued by an American Medical Specialty Board or an American Osteopathic Board

as a specialist in one of the fields of medicine.

DESIRABLE QUALIFICATIONS

Ability to work independently or in a team setting. Demonstrate the ability to act independently. Open-mindedness and flexibility.

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated.

SPECIAL PERSONAL CHARACTERISTICS

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE