

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: DF	Date: 4/22/26
Employee Name	Division Medical Director		
Position No / Agency-Unit-Class-Serial 455-XXX-7609-XXX	Unit Psychiatry Department		
Class Title Senior Psychiatrist Supervisor (Safety)	Location Department of State Hospitals - Atascadero		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID S16	Work Week Group 2	Class Ranges
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under the supervision of the Chief Psychiatrist, the Senior Psychiatrist Supervisor will administratively and clinically supervise psychiatrists, psychiatric mental health nurse practitioners and other professional personnel giving psychiatric care to mentally ill patients; provide on-going mentoring, training, and feedback of psychiatrists and psychiatric mental health nurse practitioners; conduct specific training of psychiatrists and psychiatric mental health nurse practitioners to ensure compliance with hospital standards and Medical Staff protocol as well as expectations as to individual job proficiency. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).			
50%	• A Senior Psychiatrist Supervisor is responsible for direct clinical supervision of the psychiatrists and psychiatric mental health nurse practitioners under the direction of the Chief Psychiatrist and Medical Director. • Assure that performance standards of psychiatric practice conform to hospital policy, Department of State Hospitals (DSH) policy, Medical Staff standards, and relevant State laws. • This compliance shall be reflected in timely, accurate, and appropriate employee annual clinical performance evaluations that reflect essential duties as stated in the duty statement. Performance evaluations shall be submitted to the Chief Psychiatrist/ Medical Director. • Monitor clinical performance of each new psychiatrist and psychiatric mental health nurse practitioner using direct observation and information provided from the proctor and/or mentor and assure that clinical performance reflects the field's standard of care. • Maintain a current "Report of Performance for Probationary Employee" on each new psychiatrist. Perform timely, accurate, and appropriate employee annual clinical performance evaluations that reflect essential duties as stated in the duty statement.		

	Discuss each such report with the employee. Performance evaluations shall be submitted to the Chief Psychiatrist/Medical Director. • Assist in orientation of new staff psychiatrists, new psychiatric mental health nurse practitioners, and rotating students/residents/fellows. • Coordinate and approve time-off requests for staff psychiatrists and psychiatric mental health nurse practitioners. • Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI). Assist in the maintenance of a safe and secure environment through response to physical assaults, escape attempts or other major patient disturbance, and assist in the management of the conduct of the patients.
40%	The Senior Psychiatrist Supervisor, participates in direct patient care and in all the duties and functions of the Staff Psychiatrists, as needed, including: • Consults on issues pertaining to diagnosis, treatment, and forensic recommendations of Penal Code and civil commitment. • Performs the duties of the staff psychiatrist when necessitated by absences, as required. • Maintain compliance with Joint Commission and State Licensing standards. • Monitor the performance of program psychiatrists under Joint Commission, State Licensing, and Medical Staff By-Laws standards. • Utilizing analysis of performance data, provide individualized guidance and direction to psychiatrists to assist them in achieving and maintaining established professional standards of quality and performance. • Maintain regular communication with the elected Chair of the Department of Psychiatry and the elected Chief of Staff to deal with departmental processes, problems, standards, and medical practice issues. • Promote a norm of non-violence. • Promote and comply with the Equal Employment Opportunity goals of the hospital. • Maintain communication, as needed, with Program Directors to handle issues, problems, and assignments related to psychiatric staff and to specific Program concerns.

	• Represent the Chief Psychiatrist, as appropriate, in their absence. • Consult with the Chief Psychiatrist in the assignment of psychiatrists to units. • Consult, as appropriate, with Senior Supervisors of other clinical disciplines (Psychology, Social Work, Rehabilitation, Nursing) to promote effective interdisciplinary treatment. • Provide guidance (and counseling) as needed to psychiatrists and psychiatric mental health nurse practitioners regarding the hospital-wide prohibition of sexual harassment. • Maintain an "open door policy" to consult with individual staff psychiatrists and psychiatric mental health nurse practitioners on issues of professional practice and of programmatic concerns.
10%	• Maintain effective customer/supplier relationships relative to Department to meet operational needs to achieve the hospital's stated mission. • Effectively communicate in written and spoken language, especially policies and procedures. • Attend Departmental meetings and assigned committee meetings to obtain input from staff and to represent Clinical/Medical administration.
Other Information	Supervision Received: Chief Psychiatrist Supervision Exercised: The Senior Psychiatrist Supervisor provides clinical supervision to staff psychiatrists and psychiatric mental health nurse practitioners. KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and developmentally disabled; modern methods and principles of general medicine and neurology and skill in their application; literature and recent developments in the field of psychiatry; principles and practices of clinical psychology and psychiatric social work; principles and techniques of social psychiatric research; modern techniques, practices, and trends in the correction and prevention of delinquency and criminality; principles of effective supervision and personnel management; and principles, methods, and objectives of training treatment personnel. ABILITY TO:

	Apply the principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and mental deficiency; coordinate, supervise, and evaluate the work of professional employees, and instruct and advise them in their work; formulate practical and comprehensive plans for the psychiatric care and treatment of adult offenders; establish and maintain cooperative relations with those contacted in the work; prepare clear and concise reports; and communicate effectively. REQUIRED COMPETENCIES ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever 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 for controlling the spread of pathogens appropriate to job class and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards. CPR Maintain current certification as indicated by local facility. THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI). DIVERSITY, EQUITY, AND INCLUSION Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients. PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws. THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY Demonstrate 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. SITE SPECIFIC COMPETENCIES
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	Familiarity with the DSH-Atascadero Administrative Manual, especially those Administrative Directives which relate to the function of Medical Staff; familiarity with the Medical Staff Bylaws and Medical Staff Rules and Regulations of DSH-Atascadero. TECHNICAL COMPETENCIES Knowledge of W&I Code 660 et. seq., PC 2960 et. seq., W&I Code 5000 et. seq., PC 1368 et. seq., PC 1026 et. seq., PC 2684, PC 2970, PC 2974, and applicable appellate case law. LICENSE OR CERTIFICATION It is an employee's responsibility to maintain a license, credential, or required registration pertinent to his/her 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. TRAINING CATEGORY - 2 The employee is required to keep current with the completion of all required training. PHYSICAL DEMANDS – See attached WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. 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.

	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 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 _____ Reviewing Supervisor's Signature _____ Date

Physical Requirements of Position
Sr. Psychiatrist Supervisor (7609)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
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		Clinical Supervision
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			
Running	X					
Walking			X			
Crawling	X					
Kneeling	X					
Climbing	X					
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					