Employee Name:

DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
NAPA STATE HOSPITAL

JOB CLASSIFICATION: PHYSICIAN AND SURGEON (SAFETY)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under medical supervision, to perform assigned medical work in the Department of Mental Health; and to do other related work.

20 % Performs standard physical exams as required; orders, reviews, follows-up, and submits for filing routine laboratory studies, x-rays and consultations as indicated; contacts appropriate physicians and hospitals as indicated to facilitate necessary care; maintains professional communication with physicians, consultants, nurses and other personnel.

40 % Renders general and/or specialty medical care as appropriate; does follow-up examinations as indicated; prescribes medications within Napa State Hospital guidelines; appropriately utilizes and addresses the recommendations of medical, psychiatric, and psychological consultative services; assesses and documents medical risk factors that are relevant to the individual in a manner that facilitates and integrates interdisciplinary interventions needed to reduce risks; participates in emergency medical responses, including drill practice; participates as necessary in the Wellness and Recovery Plan (WRP) process and documents changes in the medical status.

25 % Completes documents such as history and physical forms, progress notes and consultations in a timely manner; responds to changes in medical status of individuals; orders appropriate health screenings; performs other duties as required.

10 % **SITE SPECIFIC DUTIES**

5 % **TECHNICAL PROFICIENCY**

2. SUPERVISION RECEIVED

The Physician and Surgeon is under the supervision of the Chief Physician and Surgeon. He/She is also professionally accountable to the Medical Staff through the Chief of Staff and its committee structure, and to the Medical Director.

3. SUPERVISION EXERCISED

The Physician and Surgeon has no direct supervision of employees. However, a Physician and Surgeon may be assigned to proctor medical students, residents and other physicians. The proctorship of a colleague is done at the request of the Credentials Committee.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods and principles of general medicine and skill in their application; methods and principles of surgery and skill in their application; recent developments in general medicine and surgery; hospital organization and procedure; gross pathology and interpreting autopsy findings; psychiatric social work, physical therapy, and the various rehabilitation therapies; methods of diagnosing and treating elementary mental disorders; principles of effective supervision and directing work of medical personnel.

ABILITY TO:

Interpret autopsy findings; examine, diagnose, and treat physical and elementary mental disorders; interpret laboratory analyses and x-rays; direct the work of medical personnel; instruct in the principles and practices of general medicine and surgery; prepare and supervise the preparation of case histories and the keeping of hospital records; analyze situations accurately and adopt an effective course of action.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

AGE SPECIFIC

Provides services commensurate with age of individuals being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent ☒ Adult (18-54) ☒ Geriatric (55 & up)

- Age specific competencies for this classification are identified and validated through the privileging process.

THERAPEUTIC STRATEGIES AND INTERVENTIONS
Applies and demonstrates knowledge of correct therapeutic strategies and interventions (TSI).

RESTRAINT/SECLUSION
Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS
Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION

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 to determine by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners.

7. TRAINING - Training Category = C-1

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:
- 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; and
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital 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 duties.

Employee Signature	Print Name	Date
	AMANDA MD	12/30/24.
Supervisor Signature	Print Name	Date
	Dawn Groten	12/30/24
Reviewing Supervisor Signature	Print Name	Date