DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	Position Control Approval: cm	Date: 10/23/2024

Employee Name	**Division** Clinical Administration		
Position No / Agency-Unit-Class-Serial 455-XXX-8103-XXX	**Unit** Various		
Class Title Program Director (Safety)	**Location** Atascadero State Hospital		
Subject to Conflict of Interest ☒Yes ☐No	**CBID** M18	**Work Week Group** E	**Class Ranges** R

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES
The overall management of a treatment program providing care for patients in a state hospital. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

25%	OPERATIONAL PERFORMANCE Promote and implement the principles of Performance Improvement. Participate in revising Administrative Directives through membership in the Policy Management Conference. Ensure the maintenance and progress of Treatment Planning. **Continue to maintain standards related to oversight agency requirements, including, but not limited to: CRIPA, Joint Commission, Licensure, and environmental health.** **Promote an environment of non-violence and safe work practices.** Promote patient safety via education and training of both patients and staff. Continue to maintain area-specific Safety Committee providing feedback to hospital wide committees.
35%	DEVELOPMENT AND DELIVERY OF TREATMENT SERVICES **Ensure the provision of a treatment system geared to meet the needs and dispositional tracks of the patients. Ensure appropriate protocols, treatment activities, and accurate documentation processes.** **Ensure an environment conducive to meeting the hospital's treatment goals.**

	Maintain an active Performance Improvement and Risk Management program incorporating a systematic review of treatment services, risk indicators, recommendations, and patient outcomes. Analyze and report on Program-specific aggregate data. **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.**
35%	<u>PERSONNEL MANAGEMENT AND SUPERVISION</u> **The Program Director is responsible for overall management, supervision, and assignment of all staff allocated to the Program.** **The Program Director will continuously monitor use of overtime and registry shifts utilized to cover staff shortages to ensure economic use of staff. Additionally, the Program Director will monitor and ensure that 1:1 patient observation is necessary, and all efforts are made to reduce the use of 1:1.** The Program Director will monitor and review program staff sick leave use and unauthorized absences, establishing corrective action as needed, including areas needed to reduce workers compensation costs as appropriate. Promote practice of Equal Employment Opportunity and ensure compliance with department and hospital policies. Encourage and provide for staff training that meets hospital and program requirements and enhances individual competence and development. Ensure that each member of the Program Management Team (Program Assistant, Nursing Coordinator, and Unit Supervisors) identifies opportunities for performance improvement and development for the staff they supervise. **Ensure that managers/supervisors hold staff accountable to high standards of patient treatment, team participation, and interpersonal respect and provide for the timely completion of individual development plans and performance appraisals.** Provide leadership in recognizing the accomplishments of staff. Encourage supervisors to actively acknowledge positive performance. Facilitate the nomination of appropriate staff for the Governor's Safety Award, the DSH/ASH Superior Accomplishment Awards, and similar recognition opportunities.

5%	RELATIONSHIPS WITH OTHER AGENCIES AND THE PUBLIC Participate in the annual review of the Interagency Agreement between the California Department of Corrections and Rehabilitation (CDCR), county courts and the Department of State Hospital (DSH) in order to make recommendations as requested/approved by the Executive Team. **Maintain effective relationships with agencies involved in the transition of patients as appropriate to their dispositional track (CONREP, BPH, Superior Court, Parole, etc.).** Provide information as requested by agencies such as the Coleman Monitors, county representatives, California Department of Corrections and Rehabilitation, other DSH facilities and DSH Headquarters Sacramento, etc.
Other Information	**Supervision Received:** Clinical Administrator (CEA) **Supervision Exercised:** Program Assistant and Nursing Coordinator **KNOWLEDGE AND ABILITIES:** KNOWLEDGE OF: Principles and methods of health care, rehabilitation, education and psychiatric treatment as related to the care and treatment of patients with mental disabilities; principles for maximizing the physical, cognitive and social development of patients; specific expertise related to program content; principles, procedures and techniques used in planning, evaluating and administering a multidisciplinary patient treatment program; principles and practices of personnel management and effective supervision; State and Federal laws and rules pertaining to mental hospital administration; principles and practices of community organization for mental disabilities; hospital organization, management and procedures; a manager's role in Equal Employment opportunities. ABILITY TO: Plan, direct and coordinate a program that provides care and treatment and maximizes the progress of patients; direct research and evaluation projects; analyze complex problems and take appropriate action; formulate and manage a multidisciplinary patient treatment program; integrate the program with the overall functions of the hospital; communicate effectively; work independently in identifying the need for and developing proposed changes in program practices and procedures. **REQUIRED COMPENTENCIES**

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
Ability to provide direction and information to supervisors, clinicians, and nursing staff related to patient commitment types.

Ability to provide leadership, guidance and support to staff relating to the safe and appropriate management of patients with challenging behaviors.

Knowledge about staff issues specific to working with patients including staff/patient involvement, staff burn-out, and training. Maintains relationship security in the work

area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

TECHNICAL COMPETENCIES
Knowledge of the Interagency Agreement and Memoranda of Understanding pertaining to each commitment code, and ability to analyze detail and provide recommendations to the Executive Director and Department as requested. Ability to participate in interagency meetings. Skill in resolving problems relating to the referral, housing, management and treatment of all patients.

Ability to understand aggregate data and implement related performance improvement strategies if there is an identified need.

LICENSE OR CERTIFICATION
N/A

TRAINING CATEGORY - 3
The employee is required to keep current with the completion of all required training.
The employee is required to complete mandated leadership training and development curriculum for CEAs, managers, and supervisors upon initial appointment as outlined in Government Code Section 19995.4
The employee is required to complete Ethics Training Pursuant to Assembly Bill 3022 and Government Code 11146.4. The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict- of-interest code.

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

PROGRAM DIRECTOR (8103)

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	
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					