DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	083-580-9263-XXXX
UNIT NAME AND CITY LOCATED Regional Physician & Surgeon (P&S)	CLASSIFICATION TITLE Physician & Surgeon – Correctional Facility Internal Medicine/Family Practice
	WORKING TITLE

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☐				

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:	

(Position Summary)

Under the direct supervision of the Regional Deputy Medical Executive (RDME), the Regional Physician & Surgeon (RP&S) will be integrated into the regional team to support implementation and improvements in key areas within Medical Services consistent with the Complete Care Model (CCM) and community standards of care. The essential functions of this position include institution specific duties performed onsite or remotely via VTC, regional office based assignments, and community outreach activities. The overarching purpose of this position is to support recruitment and retention of qualified medical providers and delivery of appropriate, timely, safe, cost-effective, and efficient clinical services. Extensive travel to institutions is required.

% 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
50%	Orient, coach, and mentor new providers. Complete or review probationary professional practice evaluations of new medical providers in assigned region as part of the effort to assess professional competency of potential state hires. Conduct focused professional practice evaluations as requested by medical leadership or as need arises from ongoing professional practice evaluations. Coach and mentor providers with specific opportunities to improve clinical practice. Monitor and review ongoing professional practice evaluation of medical providers in assigned region as part of the effort to assess and improve clinical practice of permanent civil service providers. Participate at the provider meetings and present education material to the medical providers as assigned by the RDME. Provide training to medical providers on the CCM and use of decision support tools. Participate in onsite or virtual Care Team Huddles and Population Management Working Sessions at designated institutions.
35%	Review of the Health Care Services Dashboard and Patient Safety Dashboard for practice and process patterns in the Region. Review operational reports that assist in assessment and reduction of overuse, underuse and misuse of high risk and high cost services such as specialty requests, hospital admissions, diagnostic studies and medication prescribing. Collaborate with other Regional team members on improvement initiatives. Share best practices and participate in the development of meaningful plans to improve clinical practices and processes. Facilitate Root Cause Analysis (RCA) when assigned. Develop and implement changes in the system and culture for the region based on Adverse/ Sentinel Event findings and RCA. Review and act upon special reports that target specific practice improvement opportunities. Conduct Death Reviews and reviews of reported health care incidents as assigned. Prepare Continuing Medical Education presentations as assigned. Participate on Committees and workgroups as assigned including but not limited to RCA teams, Green Belt Projects and other forums focused on improving clinical practices and processes. Participate in the Hospital Rounds via conference call.
10%	Support provider recruitment efforts as Subject Matter Experts (SMEs) with medical services leadership and workforce development staff. Participate .in provider-recruitment efforts and activities that promote correctional medicine careers by delivering presentations at hospitals, medical schools, residency programs, or attending other recruitment events. Network with community hospitals and specialists. Orient and mentor Medical Students, Residents, and Fellows who are rotating in the institutions within the region.
5%	Other duties as needed to support the assigned Institutions and Regional Medical Services.

KNOWLEDGE AND ABILITIES

Knowledge of: Methods and principles of internal or family medicine and skill in their application; methods and principles of surgery and skill in their application; recent developments in internal or family medicine and surgery; hospital organization and procedure; psychiatric social work, physical therapy, and the various rehabilitation therapies; and methods of diagnosing and treating mental disorders.

Ability to: Examine, diagnose, and treat physical and mental disorders; interpret laboratory analyses and xrays; direct the work of ancillary medical personnel; instruct in the principles and practices of general medicine and surgery; prepare and supervise the preparation of case histories; and analyze situations accurately and adopt an effective course of action.

DESIRABLE QUALIFICATIONS

Knowledge of: California Correctional Health Care Services (CCHCS) policy, procedure, practices forms, Care Guides, IMSP&P, forms; Title 15; Title 22; and Interqual, Electronic Health record Systems.

Background in medical management highly preferred.

Ability to: Speak effectively in a group forum and work collaboratively in an interdisciplinary team to reach effective solutions.

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.

- Assignments may include sole responsibility for the supervision of patients and/or the protection of personal and real property.

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.
- Empathetic understanding of patients in a State correctional facility or clinic; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience; and emotional stability.

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