

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
STOCKTON PSYCHIATRIC PROGRAM**

JOB CLASSIFICATION: CHIEF PSYCHIATRIST, CORRECTIONAL AND REHABILITATIVE SERVICES (SAFETY)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the administrative direction of the Clinical Administrator , plans, organizes and directs the psychiatric treatment and care within the Stockton Psychiatric Program (SPP). Assists the Clinical Administrator in the formulation of overall policy for the psychiatric program.

60% Under direction of the Clinical Administrator Director, assumes ongoing responsibility for the management of the clinical and psychiatric services, in accordance with SPP policies, procedures, directives, departmental and other regulatory requirements. Provides direct supervision to the Senior Psychiatrist (Supervisors). Investigates behavior and/or mental disorders; examines, diagnoses, classifies, prescribes treatment, and rehabilitation programs for patients housed with the SPP Acute and Intermediate Treatment Programs and directs the staff engaged in this work; supervises and participates in the diagnosis, care, and treatment of psychotic patients; secures and reviews data on various factors pertaining to individual patient's behavioral symptoms; reviews medical examination findings for evidence of organic disturbances related to behavior disorders; applies findings of psychological examination; determines organic conditions related to behavior disorders and prescribes psychiatric treatment; gives or directs the giving of psychotherapy and other treatment for preventing and correcting behavior and physical disorders; directs and participates in staff conferences and Treatment Team discussions of psychiatric problems of patients and their care and treatment; recommends transfer, patients and recommends arrangements for follow-up treatment and care; oversees, trains, plans, directs, and evaluates the work of subordinate staff and takes or recommends appropriate action with respect to their work performance; prepares reports and does research; maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, others, or to property; maintains security of working areas and work materials; inspects premises and searches patients for contraband, such as weapons or illegal drugs.

**DUTY STATEMENT ~Chief Psychiatrist, Correctional And Rehabilitative
Page #2 Services (Safety).**

20% Works with appropriate disciplines to assure that a process is in place for selection and training of professional staff. Assures that appropriate training programs are in place for staff, as well as other programs deemed important for the Program to maintain treatment services. Assures that training, staffing and necessary procedures are in place to maintain effective clinical services.

15% Serves by invitation on all Governing Body Meetings. Keeps the Executive Director and Clinical Administrator apprised of medical/clinical issues in regards to such meetings. Coordinates with the Executive Director and Clinical Administrator and other appropriate personnel, in the implementation or termination of clinical and administrative programs, projects and services. Establish goals and objectives for the Program in conjunction with outlined and established policies and procedures. Directs and oversees staff in providing the needed input to assure evaluation and support to Program services and Program treatment plans. Serves on various committees and is a member of the Senior Management Team and the Joint Labor Management Committee, as well as other committees as required. Promotes positive working relationships with CDCR and other public and private agencies which facilitate the necessary treatment and services to the patients and Program.

Maintains and follows Equal Employment Opportunity (EEO) policies and procedures.

5% Other duties as required.

0% **SITE SPECIFIC DUTIES**
N/A

0% **TECHNICAL PROFICIENCY**
N/A

2. SUPERVISION RECEIVED

The Chief Psychiatrist is under the administrative direction of the Clinical Administrator of the Stockton Psychiatric Program.

3. SUPERVISION EXERCISED

The Chief Psychiatrist directly supervises the Senior Psychiatrist (Supervisors) and other staff assigned to Psychiatry Services.

4. 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; 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 and effect practical and comprehensive plans for the psychiatric care and treatment of adult and juvenile offenders; establish and maintain cooperative relations with those contacted in the work; prepare clear and concise reports; and communicate effectively.

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.

CULTURAL AWARENESS

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

SITE SPECIFIC COMPETENCIES

N/A

TECHNICAL PROFICIENCY (SITE SPECIFIC)

N/A

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 as determined by the California Board of Medical Quality Assurance or the Board of Osteopathic Examiners.

7. TRAINING - Training Category = D

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, patients/clients and the public;
- Comply with hospital policies and procedures.

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. 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
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date