

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - STOCKTON**

JOB CLASSIFICATION: Senior Psychiatrist - Supervisor

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

In addition to the information as described in the California State Personnel Board specifications for this classification, the Senior Psychiatrist Supervisor is under the direction of the Chief Psychiatrist. Assumes all administrative, clinical and operational responsibilities of the Chief Psychiatrist in the event of absences. The Senior Psychiatrist Supervisor supervises physicians and other professional personnel providing diagnosis, psychiatric care and treatment to mentally ill patients; provides psychiatric services to patients; provides training as needed, monitors psychiatric personnel for compliance with law and accreditation standards; and does other related work.

40% Consult with clinical and non-clinical staff on issues pertaining to diagnosis, and treatment of patients. Consult with treatment teams as needed. Consult with disciplines (social work, Psychology, Rehabilitation Therapy, Nursing) to promote effective Interdisciplinary Treatment throughout the hospital and/or program. Ensures staff intradisciplinary collaboration within the department. Coordinate the activities of the Interdisciplinary Treatment Teams. Advise staff on appropriate treatment techniques for specific cases. Perform Admission and Discharge duties with the Admission and Discharge team, following appropriate policies and procedures. Promote and implement the principles of Quality Improvement within the psychiatry services provided. Follow the Stockton Psychiatric Program's policies and procedures to ensure compliance with Department of Public Health's regulatory requirements and Joint Commission standards. Maintain communication, as needed with the Chief Psychiatrist to handle issues, problems and assignments related to psychiatric staff and with respect to specific program issues and concerns. Promote and comply with Equal Employment Opportunity goals of the facility. Promote an environment of non-violence. Provide guidance and counseling as needed to all mental health psychiatric staff regarding system wide prohibition of any form of sexual harassment. Provide consultation with individual Staff Psychiatrists on issues of professional practice, appropriate treatment on complex cases, and of programmatic concerns. Consult with the Chief Psychiatrist on problematic cases; complex and/or problematic cases. Is responsible to promptly approve or deny out of formulary requests submitted by the staff psychiatrists. Is in charge for the On-Call Program to ensure adequate psychiatric coverage is provided after hours, on weekends and holidays. Reviews and approves use of non-formulary medication use by staff psychiatrists. Reviews emergency medication and/or involuntary medication procedures and use by staff psychiatrists.

40% The Senior Psychiatrist Supervisor is responsible for direct supervision of the psychiatric staff and is under the direction of the Chief Psychiatrist. Assures that

performance standards of psychiatric practice conform to DSH-Stockton policies and procedures, Department of State Hospitals policy, and relevant state laws and federal law, and Joint Commission. Perform timely, accurate, and appropriate employee annual performance evaluations that reflect essential duties as stated in the duty statement. Annual employee evaluations shall verify completion of annual physical and current licensing requirements. Is responsible to initiate the progressive discipline process so that patient safety and quality of care is maintained. Ensures that correction plans are developed along with the staff so that deficiencies are corrected. Monitors all correction plans and makes sure progress is made by the staff to correct identified deficiencies. Monitor clinical performance of each new Staff Psychiatrist and provide training and persistent monitoring to ensure consistent standards of practice are maintained. Assist in orientation training of all Staff Psychiatrists. Coordinate and approve (in consultation with the Chief Psychiatrist, Program Director or Clinical Administrator, as needed) time-off requests for all Staff Psychiatrists. Consult, as appropriate, with Hospital Administrator regarding unusual time-off requests. Interface, as appropriate, with the Clinical Administrator regarding unusual time-off requests. Maintains staff accountability records to ensure the personal safety of the staff in a correctional setting. Monitors utilization management issues; including, but not limited to, length of stay and discharge summaries.

15% Effectively communicate the Stockton Psychiatric Program policies and procedures. Maintains and follows Equal Employment Opportunity (EEO) policies and procedures. Maintain effective relationships with California Department of Corrections and Rehabilitation and Department of State Hospitals personnel to meet operational needs to achieve the Program's stated mission. Attend departmental meetings and assigned committee meetings to obtain input from staff and to represent Medical Services. Represent the Chief Psychiatrist, as appropriate, in their absence. Assume all administrative, clinical and operational responsibilities of the Chief Psychiatrist, as appropriate, in their absence. Assume all administrative, clinical and operational responsibilities of the Chief Psychiatrist in the event of absences. Maintains current knowledge of psychiatric practices and research.

5% Other duties as required.

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

0% **TECHNICAL PROFICIENCY**
N/A

2. SUPERVISION RECEIVED The Chief Psychiatrist has direct supervision over the assignment and clinical work of the Senior Psychiatrist Supervisor. In the absence of the Chief Psychiatrist the Executive Director exercises direct supervision of the Senior Psychiatrist Supervisor.

3. SUPERVISION EXERCISED: The Senior Psychiatrist Supervisor supervises the Staff Psychiatrists.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Current principles and methods of psychiatry including evidenced-based modalities/interventions in addition to psychopharmacological approaches: psychiatric research methods and techniques; principles and practices of personnel management; principles, methods and objectives of training treatment personnel; and principles of effective supervision, current state and federal laws and regulations, Joint Commission standards and procedures.

Principles and methods of psychiatry, general medicine, and surgery; current developments in the field of psychiatry, including developmental disabilities; principles of neurology; principles and applications of psychiatric social work, clinical psychology, physical therapy, the various rehabilitative therapies and other health care services; psychiatric research methods and techniques; principles and practices of personnel management; principles, methods and objectives of training treatment personnel; and principles of effective supervision.

ABILITY TO: Coordinate and participate in psychiatric research; direct and coordinate the work of professional staff; analyze situations accurately and take effective action; maintain effective working relationships with health care professionals and others; and communicate effectively. Monitor and analyze psychiatric practice and documentation.

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, professional privileges 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 = B

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