

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT Division of Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial) 065-923-9759-003
UNIT NAME AND CITY LOCATED Mental Health Program	CLASS TITLE Senior Psychiatrist, Specialist C&R
WORKING DAYS AND WORKING HOURS a.m. to p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
PROPOSED INCUMBENT (if known)	

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Primary Purpose/Function: Under the clinical and administrative direction of the Mental Health Program (MHP), Division of Correctional Health Care Services Headquarters Chief Psychiatrist, the Senior Psychiatrist Specialist will oversee many aspects of mental health resource utilization, such as use of psychotropic medications and mental health-designated beds, telemedicine support development, deployment of decision support systems, etc.). Will provide professional advice and guidance and ensure compliance with the policies, procedures and program standards for mental health services provided to patient-inmates.

% 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. <i>(Use addition sheet if necessary)</i>
	ESSENTIAL FUNCTIONS
45%	Review field operations and assist with implementation of policies and procedures related to mental health medication management, services and resources; review and determine approval for third level Non-Formulary (NF) requests from institutions with highest volume/cost of NF utilization, as well as from institutions without local psychiatry leadership; collaborate and participate with institution leadership and Utilization Management staff regarding patients who are "high utilizers" of Suicide Watch (SW), Outpatient Housing Unit (OHU), and Crisis Treatment Center (CTC)/ Mental Health Crisis Bed (MHCB) resources as well as patients with CTC/MHCB lengths of stay greater than 7 days to determine appropriate placement and psychopharmacology interventions.
35%	Review Psychiatry Quality of Care audits performed by institution Chief/Senior Psychiatrists to ensure timely and accurate evaluations; conduct onsite meetings with psychiatry managers and line staff at those institutions with highest use of NF psychotropic medications and provides consultation regarding the highest prevalence of "high utilizers" of SW, OHU, and CTC/MHCB; facilitate meetings between psychiatry managers and staff psychiatrists to provide specific feedback regarding improvements in psychiatry practice.
15%	Participate in local process development team efforts to assess and improve processes of care related to medication management, and psychiatric services; participate along with statewide Chief Psychiatrist in the Pharmacy and Therapeutics (P&T) meetings and other HQ-based and institution-based meetings; develop and present continuing medical education and training materials; research and revise evidence-based psychiatry practice guidelines; analyze and report psychiatric practice and performance trends at least quarterly, and function as the subject matter expert, participate in staff meetings, MHP committees and reviews, and workgroups to ensure proper treatment protocols and standards are maintained.
05%	Based on operational need perform other duties as needed. Travel to institutions is required.

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KNOWLEDGE AND ABILITIES

Knowledge of:

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

Ability to:

Coordinate and participate in psychiatric research; analyze situations accurately and take effective action; maintain effective working relationships with health care professionals and others; and communicate effectively.

SPECIAL PERSONAL CHARACTERISTICS

Empathetic understanding of patients of a State correctional facility and of the problems of the mentally ill, delinquency, and adult criminality; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience; emotional stability; and demonstrated leadership ability.

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 or that of inmates or youthful offenders.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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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
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