

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. SENEXPSYA09N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-CARO CENTER
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Caro Center
4. Civil Service Position Code Description Senior Exec Psych Director	10. Division Medical Services
5. Working Title (What the agency calls the position) Chief of Clinical Affairs	11. Section Administrative
6. Name and Position Code Description of Direct Supervisor KRUSE, PAULA; SENIOR EXEC HOSPITAL DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WIEFERICH, JEFFERY; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 2040 Chambers Rd., Caro, MI 48723 / Monday-Friday 8:00 a.m. to 4:30 p.m.
14. General Summary of Function/Purpose of Position This position functions as the Chief of Clinical Affairs. Responsible for all diagnostic and treatment services. Directs all health care services, including medical and psychiatry staff, Pharmacy, Psychology, Social Work and Activity Therapy. Supports through positive behavior and attitude the affirmative action plan and program of the Department and Caro Center.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Plan, coordinate, and monitor all clinical activities for the hospital.

Individual tasks related to the duty:

- Plan and coordinate resources and evaluate effectiveness of care and treatment.
- Consult with departmental staff in the development of standards for uniformity of treatment, facilities, procedures and policies.
- Work with administrators, facilities, and clinics in the recruitment of medical staff.
- Initiate or prepare, as assigned, special psychiatric/medical related projects/reports.
- Develop new policies involving clinical methods and practices.
- Formulate and maintain standards for quality of services.

Duty 2

General Summary:

Percentage: 25

Advises clinical staff on a variety of problems, policies, and procedures.

Individual tasks related to the duty:

- Organize and direct the overall psychiatric, medical treatment, and other clinical programs, in cooperation with the Hospital Director.
- Initiate and direct staff conferences to discuss administrative and clinical problems.
- Advise clinical staff on a variety of problems.
- Participate in recruitment and selection of staff.
- Provide direct supervision of staff, performing performance evaluations, counseling, discipline, etc., as needed; assure appropriate staff coverage through scheduling and approving leaves.

Duty 3

General Summary:

Percentage: 20

Serve as a member of the Executive Staff of the hospital to develop, review, and evaluate policies and procedures and continued compliance with appropriate standards of care. Participate in programs that relate to performance improvement.

Individual tasks related to the duty:

- Attend and actively participate in Executive and related Performance Improvement committee meetings.
- Develop effective working relationships with professional groups in the community.
- Participate in programs that relate to performance improvement, including as a member of functional teams as assigned.
- Pursue continuing education activities.

- Assist with resource development.
- Assist with programmatic and service delivery development and revisions.
- Identify and provide training needs.
- Participate in organizational planning and budget development.

Duty 4

General Summary:

Percentage: 15

Assure compliance with agency and Department of Health & Human Services policies and procedures, the Michigan Mental Health Code, JCAHO Standards, and all applicable regulatory requirements.

Individual tasks related to the duty:

- Review and revise medical and clinical staff related policies and procedures.
- Conduct and report on medical and clinical staff meetings and minutes.
- Conduct and report on mortality review meetings as per DCH guidelines.
- Actively participate in preparation for a variety of surveys, and in development and implementation of plans of correction.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions regarding the provision of psychiatric/medical and other clinical services to patients.

17. Describe the types of decisions that require the supervisor's review.

Complex clinical, legal, or administrative issues; situations that place individuals or the hospital at risk; areas of disagreement with staff, families, or advocates; employee disciplinary action.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work is generally performed indoors in an office-type setting or in a clinical treatment area. May require regular and sustained contact with mentally ill individuals who may have been dangerous to themselves or others.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	PSYCHIATRIST MANAGER-1 FZN 19		CLINICAL SOCIAL WORK MGR-3 14
	CLINICAL SOCIAL WORK MGR-2 13		PSYCHOLOGIST MANAGER-2 13

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Updated position description 1/19

23. What are the essential functions of this position?

Planning, coordinating, monitoring, and supervision of all clinical services; active participation in administrative activities; computer use.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The medical services unit provides preventative, diagnostic, rehabilitative, and acute medical/health care services for patients and is responsible for overall psychiatric and health care for individuals admitted to the hospital. This position serves as the Chief of Clinical Affairs providing overall direction, guidance, and monitoring for all clinical services. Acts as a resource for other staff.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a medical degree from an accredited school of medicine.

EXPERIENCE:

Senior Executive Psychiatrist Director 21

Four years of professional experience equivalent to a Psychiatrist in a mental health facility or clinic, including two years equivalent to a Psychiatrist Manager 19, or one year equivalent to a Psychiatrist Director 20.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of mental illness; knowledge of the Mental Health Code; knowledge of supervisory practices and techniques; ability to direct, organize and coordinate psychiatric and medical service delivery; ability to participate in administrative activities; knowledge of laws and regulations, and requirements of surveying/accrediting bodies; knowledge of and ability to implement CPR and confrontation avoidance; knowledge of infection control; knowledge of forensic related issues, security related matters, and channels of communication. Demonstrated understanding of the age-specific characteristics and treatment issues of assigned population, i.e., young adult (18-39), middle age adult (40-64), older adult (65-80), geriatric (80+).

CERTIFICATES, LICENSES, REGISTRATIONS:

Michigan licensure to practice medicine or osteopathic medicine and surgery in good standing.

All positions require board certification in psychiatry by the American Board of Psychiatry and Neurology Inc.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None noted

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date