

## POSITION DESCRIPTION

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| 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.   |  |
| <b>2. Employee's Name (Last, First, M.I.)</b>  | <b>8. Department/Agency</b><br>MDHHS-CTR FORENSIC PSYCHIATRY   |
| <b>3. Employee Identification Number</b>   | <b>9. Bureau (Institution, Board, or Commission)</b><br>State Hospitals & Behavioral Administrative Services                           |
| <b>4. Civil Service Position Code Description</b><br>Forensic Psychiatrist-A (18)  | <b>10. Division</b><br>Center for Forensic Psychiatry  |
| <b>5. Working Title (What the agency calls the position)</b><br>Forensic Psychiatrist  | <b>11. Section</b><br>Clinical Administration  |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>PSYCHIATRIST MANAGER-1  | <b>12. Unit</b><br>Treatment Services  |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>KULP OSTERLAND, KIMBERLY D; PSYCHIATRIST DIRECTOR-1   | <b>13. Work Location (City and Address)/Hours of Work</b><br>8303 PLATT RD; SALINE, MI 48176-9773 / 8am - 4:30pm M - F, or as required |
| <b>14. General Summary of Function/Purpose of Position</b><br><br>The forensic psychiatrist in this position performs a wide variety of advanced level duties concerning the treatment and evaluation of forensic patients, including functioning as an assistant to the Unit Director on the inpatient units to which they are assigned and may oversee the work of clinical staff on the Treatment Team. They are a member of multidisciplinary inpatient Treatment Teams on which they carry a patient caseload and perform evaluations of inpatients for purposes of civil commitment or recommitment throughout the hospital. The Forensic psychiatrist conducts forensic evaluations in the inpatient setting and court ordered evaluations on the Evaluation Unit. Also, they provide psychiatric and medical consultation to the Evaluation Unit and testify in court with regard to Petitions for Discharge filed in the Probate Courts by patients under their treatment and other patients being treated on the unit, as necessary. Additionally, the forensic psychiatrist takes part in the teaching of forensic psychiatry residents, general residents, medical students, and professionals in other mental health disciplines. |  |

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: 65**

Acts as a member of multidisciplinary Treatment Team in the direct care and treatment of Forensic patients.

**Individual tasks related to the duty:**

- Has direct responsibility for the evaluation, diagnosis, and treatment of Forensic psychiatric inpatients, including prescribing and monitoring pharmacologic interventions, writing physicians' orders, and authorizing treatment for medical and psychiatric problems.
- Cares for the general medical needs of the assigned inpatients in consultation with CFP medical services doctors, including referral to the contractual medical services for outside care when necessary.
- Testifies in court with regard to Petitions for Discharge filed in the Probate Courts by patients under their treatment and other patients being treated on the unit, as necessary.
- May participate in rotation of after hours on-call coverage for care of inpatient.
- Takes part in Treatment Team meetings and other clinical activities on the assigned inpatient unit as agreed upon with the psychiatric unit director in charge of the unit.
- Assumes the position of Acting Director during any extended absence of the Unit Director.

**Duty 2**

**General Summary:**

**Percentage: 10**

Participates in the rotation with other psychiatrists assigned to evaluate persons found Not Guilty by Reason of Insanity (NGRI) or those who fail to regain competency to stand trial within the time limit allowed, for purposes of civil commitment or continuation of civil commitment.

**Individual tasks related to the duty:**

- In response to notification from the Forensic Services Department, performs an in-depth forensic psychiatric evaluation of civil committability on assigned inpatients throughout the Center for purposes of completing a Clinical Certificate regarding a given patient's civil committability.
- When required, provides testimony via video or travels to the Probate Court with jurisdiction, throughout the State of Michigan to give testimony regarding civil committability, as necessary.
- Prepares necessary report to court in a timely fashion.

**Duty 3**

**General Summary:**

**Percentage: 10**

Performs evaluations of defendants referred from Circuit and District courts throughout the State of Michigan. Diagnostic considerations are both clinical (e.g., diagnosis of mental illness or mental retardation) and legal (e.g., competency to stand trial, criminal responsibility, diminished capacity, etc.).

**Individual tasks related to the duty:**

- Diagnoses defendants referred by the criminal courts throughout the State of Michigan as part of the evaluation unit team. Prepares written reports for the Circuit and District courts and for the prosecuting and defense attorneys regarding court-ordered evaluations.
- Conducts consultation conferences with attorneys with regard to issues regarding competency to stand trial.
- When required to give testimony with regard to forensic opinions, holds pre-trial consultation conferences with the prosecutor or defense attorney, as necessary regarding trial strategies and other issues related to court proceedings.
- Travels to and from District and Circuit Courts throughout the State for purposes of giving testimony as a mental health expert witness when necessary to do so.
- Travels to other counties to complete emergency outpatient evaluations in the jails, if necessary. Reviews all past materials available which are pertinent to the evaluation being conducted, including police reports and witnesses' statements, interviews witnesses if possible/necessary, and refers defendants for other procedures, such as specialized neurological evaluation and tests, etc., as necessary to form appropriate conclusions.

**Duty 4**

**General Summary:**

**Percentage: 10**

As a consulting forensic examiner, provide medical and psychiatric consultation to other discipline.

**Individual tasks related to the duty:**

- Provides consultation to other disciplines relative to medical and neurological issues which they are not qualified to assess.
- May be required to conduct evaluations when it is clear from the onset of the evaluation that medical issue exist.
- Assist in obtaining additional medical and neurological examinations as indicated and assists in the interpretation of such testing.
- Participate as a member of a forensic examiner team in the performance of diagnostic evaluations and preparation of reports when multidisciplinary involvement in the forensic evaluation of a particular case would be appropriate.
- May be required to perform special evaluations as required by the Department of Community Health.

**Duty 5**

**General Summary:**

**Percentage: 5**

Other varied and miscellaneous duties as assigned.

**Individual tasks related to the duty:**

- Involvement in multi-disciplinary committees regarding such things as planning, safety, infection, etc., as appropriate.
- Attends staff meetings in various areas and participates in making policy decisions regarding various aspects of forensic evaluation and treatment.
- Participates in the recruitment and interviewing of possible job candidates for clinical positions at the Center.
- Serves in rotation on the Medical/Professional Staff Organization's Executive Committee.
- Performs other duties as requested by the Clinical Director and Director of Psychiatry or by division directors with participation being approved by the Treatment Services Director.

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

The forensic psychiatrist may make clinical and forensic legal decisions independently with regard to all matters, including criminal responsibility and competency to stand trial. They may independently treat forensic psychiatric patients, as far as prescription of psychotropic medication is concerned, and assume charge of a particular patient's care. This directly impinges upon what recommendations will be made to the court regarding a patient and what treatment a given patient may receive.

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

Supervisor's review may be required when a patient complains regarding ongoing problems with medication, when a request for a patient is made to transfer the patient elsewhere or with regard to approval of leaves of absence or discharge with regard to forensic patients. Supervisor also has the authority to make the final decision as to what committees the staff psychiatrist serves on and what their particular mix of assignments will be at any given time.

**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.**

The Forensic Psychiatrist must do considerable walking to get from one area of the Center to another. They are required to drive significant distances at times in order to give testimony or evaluate patients in other places. Distances more than 200 miles may require that the person fly and/or stay overnight at the remote site. Also, patients at the Center are a particularly difficult and dangerous population to work with. They are almost exclusively accused or acquitted felons who have a history of danger, assaultive behavior, as well as active psychiatric symptomatology.

**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.**

**Additional Subordinates**

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

- |                            |                                    |                            |                                   |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> N | 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?**

Management prepared.

**23. What are the essential functions of this position?**

The Forensic Psychiatrist A (18) is responsible for the psychiatric treatment and supervision of medical management for a caseload of patients on one or two inpatient units. This includes conducting psychiatric evaluations, prescribing and monitoring medications, overseeing the individual Treatment Plan, and authorizing treatment for medical and psychiatric problems.

The Forensic Psychiatrist A (18) will conduct evaluations of patients for competency to stand trial, criminal responsibility, and civil commitment of patients and testify in court as required; provide training to other disciplines and participates in various committees as a medical staff. In the absence of the Unit Director, will act as the unit director in providing direction to the team.

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

New position.

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

The Center for Forensic Psychiatry is a 240-bed, maximum security forensic psychiatric hospital and forensic diagnostic facility performing evaluations for the criminal courts throughout the State of Michigan. The Center also provides education on issues regarding forensic mental health and strives to perform research into the interrelationship between law and psychiatry as put forth in the legislative statute authorizing the Center. This position is one which has duties that provide a broad range of experience by providing responsibility in essentially all the functions of the Forensic Center.

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:**

**Forensic Psychiatrist 18**

Completion of a psychiatric residency program, one year of experience as a psychiatrist in a mental health facility, clinic, program or correctional facility and certification as a Consulting Forensic Examiner by the Center for Forensic Psychiatry.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Forensic Psychiatrist must have above-average knowledge of general psychiatry with a strong interest in the sub-specialty of Forensic psychiatry. Diagnostic skills and knowledge of treatment modalities are required, along with the ability to work in a potentially dangerous environment and to deal with the added stress of interaction, including the provision of testimony in the criminal justice system, on a regular basis. Additionally, as listed on the Civil Service Job Specification.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a license to practice medicine or osteopathic medicine and surgery in Michigan.

Certification as a Consulting Forensic Examiner within first year.

*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.

N/A

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

EMILY WILLIAMS

\_\_\_\_\_  
Appointing Authority

11/6/2019

\_\_\_\_\_  
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