

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

<b>Position Code</b> 1. PHYSICNAA47R
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## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-CTR FORENSIC PSYCHIATRY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> State Hospital Administration
<b>4. Civil Service Position Code Description</b> PHYSICIAN-A	<b>10. Division</b> Treatment Services
<b>5. Working Title (What the agency calls the position)</b> Physician-A	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> MAMIDIPAKA, VIJAYA; PHYSICIAN MANAGER-2	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> MOORE, TODD E; SENIOR EXEC PSYCH DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 8303 PLATT RD; SALINE, MI 48176-9773 / M-F 8:00am-4:30pm

**14. General Summary of Function/Purpose of Position**

This position is responsible for providing medical care and treatment to the patients; including, physical examinations, assessments of injuries/illnesses, preventive health measures, adverse drug reactions and drug interactions; and minor first aide to the staff at CFP. This position, on a regular basis, provides direct health care services to persons in the care or custody of the state and has unsupervised access to controlled substances. This position provides consultative services for a specialized program of psychiatric services at CFP for forensic patients, including training other health care professionals and support staff in the medical review of cases.

**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: 50**

Medical consultant of patients on Units South 1 and South 2 for psychiatrists and other clinical departments .

**Individual tasks related to the duty:**

- Make daily rounds to evaluate the physical condition of the patients as referred by the unit psychiatrists, do necessary physical examinations, establish diagnosis and prescribe medication/treatment.
- Arrange for outside consultations, when necessary. Incorporate the recommendations of the consultant in treatment planning. Contact other physicians and medical specialists to obtain additional information or to clarify information presented by claimants for benefits.
- Communicate with patient's relatives/guardian to discuss physical condition, prognosis and treatment plan.
- Provides review of medical issues (including symptomatology, previous laboratory or other testing, previous medical diagnoses and treatment) for purposes of assessing patients' eligibility for Social Security Disability (SSD).
- Interprets medical information provided by other (e.g. outside) medical specialists who have been consulted to evaluate CFP patients, to facilitate optimal understanding, quality and continuity of care between these outside specialists and CFP physicians and other members of the treatment team. For example, such interpretation helps CFP treatment team members (e.g. social workers, psychologists, psychiatrists) better understand patients' medical issues so that they can help encourage compliance or provide accurate feedback to patients who are having difficulty accepting, complying with, or understanding specific medical issues that have become a focus of treatment.
- Provides training for health care professionals (e.g. psychiatrists, nurses, social workers) and support staff regarding medical issues that have emerged in cases involving medical review of sentinel events (e.g. patient deaths, near-miss events) for purposes of education and improving patient care processes. For example, the Physician 18 regularly partakes in intense analysis workgroups examining such cases for medical review, and also is a regular part of a Mortality Review team that reviews the quality of care provided to patients who have passed away during their CFP stay. Once results of such reviews are presented, the Physician 18 plays an important role in educating professional and support staff about medical issues that were involved in the event being reviewed. An example of this is that the Physician 18, following a patient death due to cardiac causes, would provide education to health care professionals and support staff regarding the evaluation and management of chest pain.
- Assess patient prior to discharge and recommend follow up care of medical problems.
- Completes death summaries and other reports as required.

**Duty 2**

**General Summary:**

**Percentage: 35**

Medical care and treatment of assigned patients.

**Individual tasks related to the duty:**

- Admit patients to the hospital and perform admission History and Physical .Responsible for the overall medical care of the patients admitted to the Agency.
- Perform annual assessment and provide preventative/health maintenance care for assigned patients who require hospitalization longer than 1 year based on patient age & medical history.
- Assess and treat acute/chronic medical problems; provide direct patient care.
- Order and interpret diagnostic results for deviation from normal and act accordingly.
- Prescribe therapy or medications; monitors patient's clinical responses.
- Perform therapeutic procedures such as suturing, wound care, and infection management. Has knowledge of the techniques and practices of medicine and surgery, current literature and developments in the field of medicine and surgery, laboratory methods and techniques.
- Examine and maintain records of patients using standard medical procedures, and using all types of equipment, instruments, and tests of the medical profession.
- Document in the chart patient's assessment, diagnosis, and treatment/procedure performed; and develop plan of further intervention treatment.
- Respond to medical emergencies, render emergency treatment, refer critically ill patients to community hospitals.
- Institutes appropriate prophylactic/preventive health measures.

**Duty 3**

**General Summary:**

**Percentage: 10**

Departmental/Medical Staff Activities.

**Individual tasks related to the duty:**

- Attend departmental and medical staff meetings and participates in medical staff committee activities.
- Participate in the CQI activities.
- Establish medical procedures for the unit staff in the units assigned to this position.
- Act as medical consultant to the psychiatric staff. Provide consultative services for a specialized program and its serviced agencies. Provides consultation on medical issues to the unit director.
- Provide training to other health care professionals and support staff.

**Duty 4**

**General Summary:**

**Percentage: 5**

Communication and documentation.

**Individual tasks related to the duty:**

- Provide necessary documentation as required by the Mental Health Code, DHHS Administrative Rules and other regulatory agencies (Joint Commission, CMS, etc.).
- Other duties as assigned.

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

Majority of general medical care decisions that are appropriate to a forensic psychiatric hospital setting.  
Generally patients under the care of the Department/Agency are affected by those decisions.

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

Those that are more complicated, beyond my capacity to care, requiring outside consultants, and requiring care with outside general hospitals including emergency rooms.

**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.**

Operate routine office equipment/processes; Walk/Climb stairs or otherwise access areas within a multi-level building as required; Deal with temperature variations within building; etc.  
Physical Activities: Standing, sitting, climbing stairs, opening doors, talking, reading, using telephone, using computer (daily); driving, lifting and transporting light loads (occasionally)  
Environmental Conditions: Exposure and physical proximity to mentally ill, potentially dangerous patients and defendants served by the Center for Forensic Psychiatry

**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?**

Yes.

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

The person in this position must be capable of working eight hours/day or a minimum of 40 hours/week. S/he must have the ability to: Access areas/items as required in the completion of duties; Operate routine office equipment/processes in the completion of duties; Lift a minimum of 10 pounds; and Perform CPI or a modified version thereof. The person in this position is required to communicate well. Perform CPR.

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

Updated the unit responsibilities in duty 1 to South 1 and South 2. Updated KSA section to include DEI language.

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

The position is performing the advanced level duties and serving as a medical consultant for psychiatric services.

**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:**

**Physician 18**

Three years of post, medical degree, full-licensure experience in the practice of medicine or osteopathic medicine and surgery.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

As listed on the Civil Service Job Specification. In addition:

- Knowledge of techniques and practices of medicine and surgery
- Knowledge of laboratory methods and techniques
- Knowledge of equipment and tools used in the field of medicine
- Ability to conduct medical examinations
- Ability to diagnose medical conditions and interpret findings to lay persons and professionals
- Ability to use equipment and techniques of the medical profession
- Ability to assume responsibility for a treatment program in a state facility
- Ability to work with non-cooperative patients
- Ability to provide expert testimony in administrative or legal proceedings
- Ability to maintain records, prepare reports, and correspondence related to the work
- Ability to coordinate activities between different disciplines to optimize patient care and to effectively communicate information as necessary.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

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

**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

3/11/2021

\_\_\_\_\_  
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