

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-KALAMAZOO PSYCHIATRIC HS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Physician-A	10. Division
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor AHMED, NASEER; PHYSICIAN MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor BETTISON, LANCE B; SENIOR EXEC HOSPITAL DIRECTOR	13. Work Location (City and Address)/Hours of Work Kalamazoo Psychiatric Hospital, 1312 Oakland Drive, Kalamazoo, MI 49008 / Monday - Friday, 8:00am - 5:00pm
14. General Summary of Function/Purpose of Position	
<p>This position functions as a psychosomatic medical consultant and physician for the Kalamazoo Psychiatric Hospital within the units Edward, Shrier and Palmer, including evaluating and treating patients with mental illness such as bi-bolar disorder, schizophrenia, alcohol and drug dependency, etc. This position provides consultative services regarding the correlation between psychiatric and medical diagnoses, trains other health care professionals and supports staff in the medical review of cases. Additionally, the physician performs diagnostic and treatment of medical and surgical service, prescribes treatments for patients with acute and/or chronic diseases and /or disorder, and provides medical care and treatment to patients in the care or custody of the state, including physical examinations, determination of interaction between mental and physical health and wellness, assessments of injuries/illnesses, preventive health measures, adverse drug reactions and drug interactions; and minor first aide to the staff at KPH and has unsupervised access to controlled substances.</p> <p>This is a Drug and Alcohol tested (DART) position due to direct health care services provided to hospital patients on a regular basis.</p>	

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: 60

Provides psychosomatic medical consultation to the psychiatrists on staff and other clinical departments

Individual tasks related to the duty:

- Provide psychosomatic medical consultation to the treatment team at the KPH to identify and train on the coexisting impacts of psychiatric, psychological, and medical diagnosis and treatments.
- Make daily rounds to review medical cases and evaluate the physical condition of the mental health patients as referred by the unit psychiatrists, do necessary physical examinations, establish diagnosis and prescribe medication/treatment and respond to questions submitted by staff
- Arrange for outside consultations, when necessary. Incorporate the recommendations of the consultant in treatment planning. Contact other physicians and other medical specialists to obtain additional information to clarify information presented by claimants for benefits.
- Prepares and presents informational material for and provides information to laypersons and other medical professionals. Communicate with patient's relatives/guardian to discuss physical condition, prognosis, and treatment plan
- Interprets medical information provided by other (e.g. outside) medical specialists who have been consulted to evaluate patients, to facilitate optimal understanding, quality and continuity of care between these outside specialists and physicians and other members of the treatment team. Such interpretation helps 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 as well as determine eligibility for benefits under the Social Security Act, Medicaid, or Children's Special Health Care Services
- 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. Regularly participate in intense analysis workgroups examining such cases for medical review and also is a regular part of a mortality committee.
- Review with team the quality of care provided to patients who have passed away during their stay. Once results of such reviews are presented, the physician plays an important role in educating professional and support staff about medical issues that were involved in the event being reviewed. In cases of following a patient death due to cardiac causes, the physician would provide education to health care professionals and support staff regarding the evaluation and management of chest pain.
- 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.
- Assess patients prior to discharge and recommend follow-up care of medical problems.
- Completes death summaries and other reports as required.
- Plans, organizes, and conducts screening programs.

Duty 2

General Summary:

Percentage: 30

Provide medical care and treatment to assigned psychiatric patients.

Individual tasks related to the duty:

- Obtain detailed history and perform comprehensive physical exams on assigned psychiatric patients.
- Assess and treat acute/chronic medical problems; provide direct patient care.
- Order and interpret diagnostic results for deviation from normal and acts accordingly.
- Prescribes therapy or medications, monitors patient's clinical responses.
- Performs therapeutic procedures such as suturing, wound care, and infection management.
- Document in the chart patient's assessment, diagnosis, treatment/procedure performed; and develop plan of further interventions/treatment.
- Responds to medical emergencies, renders emergency treatment, refers critically ill patients to community hospitals.
- Performs annual assessment and provide preventive/health maintenance care for assigned patients who require hospitalization longer than one year based on patient age and medical history.
- Assesses patient prior to discharge and recommends follow-up care.
- Admit patients to the hospital and perform admission history and physical. Responsible for the overall medical care of the patients admitted to the Agency.
- Examine and maintain records of patients using standard medical procedures, and using all types of equipment, instruments, and tests of the medical profession.

Duty 3

General Summary:

Percentage: 10

Other job-related duties as assigned

Individual tasks related to the duty:

- Attend departmental and medical staff meetings and participate in medical staff committee activities.
- Participate in the CQI activities.
- Establish medical procedures for the unit staff in the units assigned to this position.

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 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 KPH.

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.
- 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.

New position

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

The position is functions as the medical consultant for psychosomatic medical services in the psychiatric hospital.

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:

