

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. PSYCHIAAA48R
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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-HAWTHORN CTR NORTHVILLE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Hawthorn Center
<b>4. Civil Service Position Code Description</b> PSYCHIATRIST-A	<b>10. Division</b> Clinical Technical Support
<b>5. Working Title (What the agency calls the position)</b> Staff Psychiatrist	<b>11. Section</b> Medical
<b>6. Name and Position Code Description of Direct Supervisor</b> VACANT; PSYCHIATRIST DIRECTOR-1	<b>12. Unit</b> Child Psychiatry
<b>7. Name and Position Code Description of Second Level Supervisor</b> MELLOS, GEORGE E; PSYCHIATRIST DIRECTOR-3 22	<b>13. Work Location (City and Address)/Hours of Work</b> 18471 Haggerty Road, Northville / Monday - Friday (40 hours) plus On-Call

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

The Staff Psychiatrist functions as a leader of the interdisciplinary treatment team in a child and adolescent psychiatric hospital. Said leadership is effected through the supervision and direction of the team's professional assessments, diagnosis, treatment planning, treatment, discharge planning, performance improvement and clinical programming activities.

In order to provide continuity of high quality care, staff psychiatrists also share on-call responsibilities.

**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: 75**

Clinical supervision and provision of active treatment for emotionally disturbed children and adolescents.

**Individual tasks related to the duty:**

- Admission and ongoing psychiatric assessment and diagnosis.
- Direction and oversight regarding the ongoing person-centered treatment and discharge planning process, including development of the patient's plan of service.
- Direction and oversight regarding provision of the active treatment delineated in the patient's plan of service.
- Provision of psychopharmacologic therapy with appropriate medical monitors.
- Ordering and/or clinical supervision of all special precautions and interventions with limiting components, including seclusion and restraint.
- Direction and oversight regarding the development, ordering, and clinical supervision of all Behavior Treatment Plans.
- Communication with, and preparation of reports to outside agencies as needed.
- Appearance in court proceedings as needed.
- Arranging consultation for patients who are in need of specialized care at Hawthorn Center as well as with other hospitals, clinics, and agencies.
- Documentation of the above activities in the appropriate format in patient's medical record.

**Duty 2**

**General Summary:** **Percentage: 10**

Clinical/academic supervision of the treatment team members, including psychiatric residents and students from other clinical disciplines, social workers, psychologists, special education teachers, and nursing staff.

**Individual tasks related to the duty:**

- Regular meetings with treatment team in order to improve and strengthen it.
- Provision of direct clinical/academic supervision and/or consultation for individual members of the treatment team.
- Documentation of the above in the appropriate format.

**Duty 3**

**General Summary:** **Percentage: 5**

Performance Improvement activities.

**Individual tasks related to the duty:**

- Attendance at and provision of continuing medical education activities.
- Attendance at and participation in Medical Staff meetings.
- Participation in Medical Staff directed performance improvement activities such as, but not limited to, Pharmacy and Therapeutics, Medical Records, Seclusion and Restraint, Behavior Treatment, Credentialing/Privileging, and Peer Review.
- Documentation of the above in the appropriate format.

**Duty 4**

**General Summary:** **Percentage: 5**

General medical responsibilities

**Individual tasks related to the duty:**

- When the pediatrician is not available, physical examinations and medical treatment as is appropriate to the situation, including, but not limited to, medications and somatic therapies.
- Arranging medical consultation for patients who are in need of specialized care at other hospitals and clinics.
- Documentation of the above in the appropriate format in the patient's medical record.

**Duty 5**

**General Summary:** **Percentage: 5**

On-call responsibilities

**Individual tasks related to the duty:**

- Supervision of psychiatric residents who take call.
- Availability after hours and on weekends, holidays for consultation with registered nurses and child care staff.
- Management of all special precautions and interventions, including seclusion and restraint.
- Psychiatric treatment as is appropriate to the situation, including, but not limited to, medications and crisis intervention.
- Psychiatric admission assessment and diagnosis with development of an admission plan of service.
- Medical assessment and diagnosis.
- Medical treatment as is appropriate to the situation, including, but not limited to, medications, somatic therapies, and obtaining laboratory specimens.
- Arranging medical consultation for patients who are also in need of specialized care at other hospitals and clinics.
- Consultation with administration on-call as needed.
- Documentation of the above in the appropriate format in the patient's medical record.

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

Independent judgment is used extensively in the medical and psychiatric assessment, diagnosis, treatment, and supervision of treatment of emotionally disturbed children and adolescents.

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

- Complex and/or high risk patients, those patients who require frequent and/or lengthy limiting interventions, and patients with excessively long lengths of stay, require a supervisor's review.
- Decisions as they relate to policy and procedures require a supervisor's review.
- Insoluble conflicts within the team as they relate to treatment planning require supervisor's review.

**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.**

- Physical effort: The Psychiatrist A will spend most of the time sitting or standing, speaking with patients and staff, writing and reading. Reaching for, lifting and carrying medical charts that weigh less than 10 pounds is a frequent activity. Assisting in the physical management of patients is an unusual activity.
- Conditions/hazards: The Psychiatrist A will be exposed to emotionally disturbed children and adolescents who might need to be physically managed by staff from time to time. While performing medical duties or assisting in physical management, the Psychiatrist A might be exposed to a variety of body fluids.

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

- a. Leadership and supervision of the interdisciplinary treatment team in a child and adolescent psychiatric hospital. This leadership and supervision is effected through direction of the team's professional assessments, diagnosis, treatment planning, treatment, discharge planning, performance improvement, and clinical programming activities.
- b. Staff psychiatrist also provides direct psychiatric and medical services, including assessment and diagnosis, medications, and other therapies.
- c. The above activities are documented in the appropriate format.

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

Updating PD to reflect accurate duties of the position. Last PD is over 10 years old.

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

- a. The hospital is responsible for the assessment, diagnosis, treatment, and discharge planning, and provision of active treatment for emotionally disturbed children and adolescents.
- b. The Psychiatrist A positions are filled by a child and adolescent psychiatrist who leads and clinically supervises the treatment teams in the 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:**

**Psychiatrist 18**

Completion of a psychiatric residency program and one year of experience as a psychiatrist in a mental health, clinic, program, or correctional facility.

Completion of an approved child psychiatric residency program.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the principles and practices of medicine, surgery, psychiatry/child psychiatry, and neurology.

Thorough knowledge of current theories and practices in the field of mental/behavioral health.

The ability to coordinate and direct the work of others.

Ability to communicate effectively.

Ability to document accurately and in a timely fashion.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Board of Medicine Physician Licensure, MI

Board of Pharmacy Controlled Substance License, MI

Controlled Substance Registration Certificate, USDA/DEA

*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.

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

PATTI GLENN

10/22/2015

\_\_\_\_\_  
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