

1. Position Code

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency Walter P. Reuther Psychiatric Hospital
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) MDHHS
4. Civil Service Classification of Position Physician	10. Division Hospitals and Centers
5. Working Title of Position (What the agency titles the position) Physician 17	11. Section Clinical Affairs
6. Name and Classification of Direct Supervisor Tanjeen Chowdhury MD Physician Manager 20	12. Unit Medical Services
7. Name and Classification of Next Higher-Level Supervisor Hanumaiah Bandla, MD Psychiatrist Manager 21	13. Work Location (City and Address)/Hours of Work Westland, MI / 8 Am - 430 Pm

14. General Summary of Function/Purpose of Position

Physician assesses and manages medical conditions/illnesses of the assigned patients at WRP. 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 aids to the staff at WRP. 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 WRP for the patients, including training other health care professionals and support staff in the medical review of cases.

This is a Drug and Alcohol tested (DART) position due to direct health care services provided to hospital patients on a regular basis.

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

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of the Duty:

Percentage: 60

Provides diagnosis and medical care to assigned patients.

Individual tasks related to the duty.

- Obtains detailed history & performs comprehensive physical exam on assigned patients.
- Assesses and treats acute & chronic medical problems.
- Reviews and re-assesses patients' clinical condition, prescribes therapy or medications, monitors patient's clinical responses.
- Provides direct patient care.
- Conducts medication reviews as needed.
- Orders & interprets diagnostic results for deviation from normal and acts accordingly.
- Documents in the chart patient's assessment, diagnosis, treatment/procedure performed and develop plan of further intervention & treatment.
- Refers patients to consultants as needed.
- Institutes appropriate preventive health measures.
- 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 1 year based on patient age & medical history.
- Assesses patient prior to discharge, provides discharge info and instructions and recommend follow up care of the medical problems.
- Complies with infection control protocol and participates in antibiotic stewardship.
- Completes death summaries and other reports as required.

Duty 2

General Summary of the Duty:

Percentage: 30

Functions as a member of interdisciplinary team.

Individual tasks related to the duty.

- Informs psychiatrists of any new medical diagnosis
- Discusses with psychiatrists any concerns related to psychotropic medications.
- Informs psychiatrist of any recommendations by outside consultants.
- Discusses with psychiatrist stability of patient's mental status before referring patient to outside consultant.
- Participate in IPOS meetings and provides medical treatment plan, including goals and objectives.
- Communicates with patient's family and/or legal guardian, especially if there's a change in patient's medical condition.
- Participates in morning unit team meeting, afternoon sign-out meeting.
- Documents critical patient's issues in the communication log for the next provider.
- Makes referral to ethics committee regarding any ethical conflicts.
- Maintains records and prepares reports correspondence as required by accreditation agencies.
- Works cooperatively with other team members.

Duty 3

General Summary of the Duty:

Percentage: 10

Participates in organization improvement activities and other job-related duties as assigned.

Individual tasks related to the duty.

- Participates in Performance Improvement Monitoring Activities.
- Attends departmental and medical staff meetings and participates in medical staff committee activities.
- Enhances professional growth & development through participation in educational programs, current literature, and in-service.
- Provides health education to patients, their families, and support staff.
- Practices safety, environmental, and / or infection control methods.
- Serves as a source of education and training for team members and others.
- Participates in journal clubs and case presentations.

Duty 4

General Summary of the Duty:

Percentage:

Individual tasks related to the duty.

Duty 5

General Summary of the Duty:

Percentage:

Individual tasks related to the duty.

Duty 6

General Summary of the Duty:

Percentage:

Individual tasks related to the duty.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by .
Assesses and manage medical condition/illness of assigned patients according to current clinical practice guidelines and standard of care.

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

- Interpretation of standard operative procedures, departmental procedures, and directives.
- Complex clinical, legal, or administrative issues.
- Situations that place individuals or the agency at risk.
- Areas of disagreement with staff, families, or advocates.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Physical effort in examining difficult patients.
May be exposed to combative / aggressive patients.
May be exposed to communicable diseases

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
NA			

20. My responsibility for the above-listed employees includes the following (check as many as apply): NA

- | | |
|---|--|
| <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. |

21. *I certify that the above answers are my own and are accurate and complete.*

_____ Signature _____ Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

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

Yes

23. What are the essential duties of this position?

Assesses and manages medical care to the patients at WRPB

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

PD Updated needed to reflect current duties of the Physician 17 level. The last PD Update was in 2016.

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

Work area is Dept. of Medical Services, where primary responsibility is the provision of medical care to the patients at WRPB.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

