

## 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> Hospital and Administrative Operations
<b>4. Civil Service Position Code Description</b> Physician-A	<b>10. Division</b> WRPH-Child and Adolescent Services
<b>5. Working Title (What the agency calls the position)</b> Physician 18 - Pediatrics	<b>11. Section</b> Clinical Affairs
<b>6. Name and Position Code Description of Direct Supervisor</b> BANDLA, HANUMAIAH; SENIOR EXEC PSYCH DIRECTOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> SOLKY, MARY C; SENIOR EXEC HOSPITAL DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 30901 Palmer Rd Westland MI 48186 / M-F 8:00 am - 4:30 pm
<b>14. General Summary of Function/Purpose of Position</b> This position serves as the pediatrician in charge of the medical needs of emotionally impaired and mentally ill child/adolescent admitted to Walter Reuther Psychiatric Hospital.	

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**

Routine Physician duties

**Individual tasks related to the duty:**

- Makes rounds to patient units as needed.
- Consults with psychiatric and nursing staff about specific medical problems regarding children/adolescents.
- Performs diagnostic and routine treatment services for patients as needed.
- Orders lab tests and provide analysis.
- Prescribes medications for children/adolescents.
- Reviews the medical condition and progress of patients. Provides appropriate treatments.
- Makes arrangements for consultations for patients whose medical needs cannot be met at Walter Reuther Psychiatric Hospital.
- As needed, makes arrangements for the transfer of patients to a hospital for medical or surgical procedures.
- Interacts with treatment team and communicates information regarding patients diagnoses, health status, and treatment plans.
- Provides post-discharge recommendations for follow-up treatment as needed.

**Duty 2**

**General Summary:** **Percentage: 30**

Performs physical examinations.

**Individual tasks related to the duty:**

- Performs physical examinations of the patients at the time of admission and as indicated thereafter, at least annually.
- Uses standard medical procedures, equipment, instruments and tests of the profession.

**Duty 3**

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

The pediatrician works closely with the Health Clinic Nurse, assisting in management of the infection control process.

**Individual tasks related to the duty:**

- Assists in management of the infection control process for the hospital.
- Leads the Infection Control Committee/develops meeting agendas/schedules meetings.
- Assists in development of policies/procedures related to infection control.
- Actively involved in surveillance activities.
- Audits case finding and investigations.
- Serves as the liaison with the Health Department.
- Assists in the development of the infection control education program.
- Assists in the development of and participates in quality improvement projects.
- Reads and interprets EKG's.

**Duty 4**

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

Other duties as assigned but not limited to.

**Individual tasks related to the duty:**

- Establishes medical procedures and policies.
- Trains professional and paraprofessional nursing staff in patient care and treatment.
- Maintains records and reports.
- Participates in staff meetings/hospital committees to provide pediatric input.
- Involved in teaching pediatric procedures to students of various disciplines.
- Participates in quality improvement activities as instructed by supervisor.
- Other duties assigned.

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

Position makes medical decisions independently: assumes direct or indirect responsibility for the medical care of all patients.

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

Review with supervisor particularly difficult cases that may require surgery or have multiple medical problems and require special attention.

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.**

Treatment of emotionally impaired and mentally ill children must sometimes be done with non-cooperative patients.

Physical effort: The pediatrician 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.

**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?**

Position is responsible for provision of medical services to emotionally impaired and mentally ill children and adolescents in a psychiatric hospital.

**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?**

Functions of the hospital is to provide psychiatric treatment to emotionally impaired and mentally ill children/adolescents. This position is responsible for providing all medical treatment/services to hospitalized patients.

**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. Preferred: Graduation from an approved medical school, with post graduate training in pediatrics, preferred.

**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:**

Thorough knowledge of the techniques and practices of pediatric medicine and surgery.  
Thorough knowledge of current literature and development in the field of pediatrics medicine and surgery.  
Thorough knowledge of lab methods and techniques.  
Thorough knowledge of equipment and tools used in medicine.  
Ability to conduct medical examination in routine and emergency situations with potentially non-cooperative patients.  
Ability to diagnose medical conditions and interpret findings to professionals and lay persons.  
Ability to direct personnel in the delivery of medical care.  
Ability to maintain records, prepare reports and correspondence related to the work.  
Ability to communicate effectively.

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:**

Board certification in pediatrics or Board Eligible within 2 years of completing residency program.  
Licensure to practice medicine 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.***

FELISHIA WILLIAMS

3/14/2024

\_\_\_\_\_  
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