

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

Position Code
1. PHYSICNAA04R

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-CARO CENTER
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hospitals & Forensic Mental Health Centers
4. Civil Service Position Code Description PHYSICIAN-A	10. Division
5. Working Title (What the agency calls the position) Physician	11. Section
6. Name and Position Code Description of Direct Supervisor ; PHYSICIAN MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor LASKOWSKI, ROSE A; SENIOR EXEC HOSPITAL DIRECTOR	13. Work Location (City and Address)/Hours of Work 2040 Chambers Rd., Caro, MI 48723 / Monday-Friday, 8:00 a.m. to 4:30 p.m.

14. General Summary of Function/Purpose of Position

Physician assesses and manages conditions/illnesses of the assigned patients at the Caro Center. 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 the Caro Center. This position, on a regular basis, provides direct health care services to persons in the care of custody of the state and has unsupervised access to controlled substances. This position provides consultative services for a specialized program of psychiatric services at Caro Center for the 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: 60

Provides medical consultation to the Psychiatrists on staff and other clinical departments.

Individual tasks related to the duty:

- Makes 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 other medical specialists to obtain additional information 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 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.
- 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. 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 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. 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.
- Assess patient prior to discharge and recommend follow up care of medical problems.
- Completes death summaries and other reports as required.
- 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 2

General Summary:

Percentage: 30

Provides medical care and treatment to assigned patients.

Individual tasks related to the duty:

- Obtain detailed history and performs comprehensive physical exam on assigned 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, refer 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 recommend 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 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.

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 the 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.

Work is generally performed indoors in office or clinical treatment areas. Requires regular and sustained contact with mentally ill individuals who have exhibited behaviors considered dangerous to self or others.

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 a week. Must have the ability to access area/items as required in the completion of duties. Operate routing office equipment/processes in the completion of duties; lift a minimum of ten pounds and perform CPI or a modified version there of. The person in this position is required to communicate well. Perform CPR. Provision of diagnostic and medical treatment to the residents of the Caro Center. Member of the Interdisciplinary Team. Provide on-call coverage and timely documentation of daily activities. Deliver Psychosocial Rehabilitation classes as directed. Act as member or leader on assigned performance improvement teams

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

Increased incidence of NGRI, IST individuals requiring increased documentation required for billing and accrediting agencies. Increased acuity of medical problems requiring constant coordination of medical specialist care. Provides medical consultation to staff psychiatrists in determining medical care issues for Caro Center patients.

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:

Knowledge of mental illness; ability to work with difficult patients. Knowledge of disease management typical of the practice of internal medicine. Knowledge of and ability to implement CPR and confrontation avoidance techniques. Knowledge of forensic related issues, security related matters, and channels of communication. Knowledge of infection control. Knowledge of the Michigan Mental Health Code. Demonstrated understanding of age-specific characteristics and treatment issues of assigned population, i.e., young adult (18-39), middle-aged adult (40-64), older adult (65-80) and geriatric (80+).

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:**

Current Michigan license to practice medicine or osteopathic medicine and surgery.

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.

I concur with above statements.

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

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