

State of Michigan  
Civil Service Commission

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

Position Code

1. PSYCHIAAA01R

## 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-CARO CENTER
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Hospitals & Forensic Mental Health Centers
<b>4. Civil Service Position Code Description</b> PSYCHIATRIST-A	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Psychiatrist	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> RASHID, HARUN A; PSYCHIATRIST MANAGER-1 FZN	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> LASKOWSKI, ROSE A; SENIOR EXEC PSYCH DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 2000 Chambers Rd., Caro, MI 48723 / Monday-Friday, 8:00 a.m. to 4:30 p.m.

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

The Staff Psychiatrist functions as a leader of the interdisciplinary treatment team in the facility Hospital. The leadership is affected through the supervision and direction of the team's professional assessments, diagnosis, treatment planning, treatment, discharge planning, performance improvement and clinical programming activities. The Staff Psychiatrist provides consultation to other psychiatrists on difficult-to-manage patients. This position serves as a member of and carries out the activities of assigned Hospital and Departmental committees. In order to provide continuity of high quality care, the Staff Psychiatrist also share on-call responsibilities.

This position requires rotation of an on-call and weekend assignment on a monthly basis.

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: 25**

Clinical supervision, diagnosis, provision of active treatment, and discharge patients back to the community from an inpatient setting.

**Individual tasks related to the duty:**

- Diagnose new or chronic patient
- Complete physical and mental examination of assigned patients
- Formulate treatment and discharge plans
- Documentation of the activities in the appropriate format in patient's medical record

**Duty 2**

**General Summary:**

**Percentage: 25**

Provide professional psychiatric care

**Individual tasks related to the duty:**

- Treat medical, psychiatric, and neurological problems
- Provide therapy sessions
- Prescribe medications for the treatment of physical and psychiatric problems
- Coordinate team members work (including Social Worker, Psychologist, Activity Therapy, Occupational Therapist, Registered Nurse, LPN, Resident Care Aide, Dietitian)
- Documentation of activities in the appropriate format.
- Provide On-Call coverage on weekends

**Duty 3**

**General Summary:**

**Percentage: 15**

Prepare reports

**Individual tasks related to the duty:**

- Chart clinical activities
- Prepare diagnostic reports
- Prepare third-party billing documentation

**Duty 4**

**General Summary:**

**Percentage: 15**

Performance Improvement activities

**Individual tasks related to the duty:**

- Attendance at and provision of continuing medical education activities.
- Attendance at and participation in the Medical Staff Executive Committee, Performance Improvement activities, such as, but not limited to Pharmacy and Therapeutics, Medical Records, Seclusion and Restraint, Behavior Treatment Credential/Privileging and Peer Review, and any other committees as assigned.
- Collect and analyze data on 1:1 Precautions for Suicide/Violence
- Documentation of the activities in the appropriate format

**Duty 5**

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

Interpret clinical findings

**Individual tasks related to the duty:**

- Consult with patients, families, other medical professionals, attorneys, and other interested parties to interpret treatment programs and clinical findings
- Provide expert witness testimony in Courts of Law and administrative hearings regarding the status of assigned patients

**Duty 6****General Summary:****Percentage: 5**

Consultations

**Individual tasks related to the duty:**

- Provide consultations to difficult-to-manage patients

**Duty 7****General Summary:****Percentage: 5**

On-Call responsibilities

**Individual tasks related to the duty:**

- Availability after hours and on weekends, holidays for consultation with registered nurses.
- Management of all special precautions and interventions, including seclusion and restraint.
- Psychiatric treatment as in 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 activities in the appropriate format.

**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 patients.

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

- a. Complex and/or high risk patients, those who require frequent and/or lengthy limiting interventions, and patients with excessively long lengths of stay, require a supervisor's review.
- b. Decisions as they relate to policy and procedures require a supervisor's review.
- c. 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.**

A. Physical efforts: The Psychiatrist will spend most of the time sitting, standing, walking, talking, reading and writing; and listening. Reaching for, lifting and carrying medical charts that weigh less than 10 pounds is a frequent activity. Assisting in the physical management of patients in an unusual activity.

B. Conditions/hazards: The Psychiatrist will be exposed to emotionally challenged patients who might need to be physically managed by staff from time to time. While performing medical duties or assisting in physical management, the Psychiatrist 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"/> 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?

Updated position description

23. What are the essential functions of this position?

- Leadership and supervision of the interdisciplinary treatment team in an adult 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.
- Staff Psychiatrist also provides direct psychiatric and medical services, including assessment and diagnosis, medications, and other therapies.
- Other duties as assigned by the Supervisor
- 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.

The PD is updated to reflect accurate duties of the position. Psychiatrists are required to provide psychiatric on-call services to Hospital patients.

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

The Hospital is responsible for the assessment, diagnosis, treatment and discharge planning, and provision of active treatment for emotionally challenged adult 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.

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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of the principles and practices of medicine, surgery, psychiatry and neurology. Considerable knowledge of current theories and practice in the field of mental health. Some knowledge of the organization and operation of a mental health hospital or clinic. The ability to administer a treatment program. The ability to diagnose and treat mental illness, developmental disabilities and related disorders. The ability to communicate clearly and effectively verbally and in writing. The ability to deal effectively with emotionally disturbed individuals, their families and loved ones. The ability to explain, interpret and clarify treatment programs and related issues to staff, patients and relatives. The ability to be flexible and adapt to continuous quality improvement. Knowledge of the age-specific characteristics and treatment issues of assigned population, i.e., young adult (18-39), middle age adult (40-64), older adult (65-80), and geriatric (80+). Knowledge of forensic related issues, security related matters, and channels of communication. Knowledge of and ability to implement CPR and confrontation avoidance techniques. Knowledge of the Mental Health Code. Knowledge of infection control.

*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:**

Possession of a license to practice medicine or osteopathic medicine and surgery in Michigan, DEA, Michigan Pharmacy License.

**Desirable:** Board certified or eligible for certification as a Psychiatrist by the American Board of Psychiatry and Neurology.

*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.***

CHERYL SPENCER 5/19/2022  
\_\_\_\_\_  
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