

1. Position Code
COMPOSITE

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

This position description serves as the official classification document of record for this position. Please complete this form 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
	Michigan Department of Health and Human Services
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Bureau of Hospitals and Administrative Operations
4. Civil Service Position Code Description	10. Division
Psychiatrist - A (18)	Walter P. Reuther Psychiatric Hospital
5. Working Title (What the agency calls the position)	11. Section
Psychiatrist	Adult Psychiatrist
6. Name and Position Code Description of Direct Supervisor	12. Unit
Gina Capalbo, DO Psychiatric Director, (P19)	Clinical Affairs
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Hanumaiah Bandla, M.D. Senior Executive Psych Director - 2 (21)	30901 Palmer Road, Westland, MI 8 AM - 430 PM (40 hours/week) / plus On-Call

14. General Summary of Function/Purpose of Position

The Staff Adult 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 Adult Psychiatrist provide consultation to other psychiatrists on difficult-to-manage patients. This position serves as a member of and carry out the activities of assigned Hospital and Departmental committees. In order to provide continuity of high-quality care, the Staff Adult Psychiatrist also share on-call responsibilities.

This is a Drug and Alcohol-tested (DART) position under the criteria provided in the collective bargaining unit agreement due to regular contact with hospital patients.

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 of Duty 1 % of Time 25

Clinical supervision, diagnose, 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 of Duty 2 % of Time 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 of Duty 3 % of Time 15

Prepare reports

Individual tasks related to the duty.

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

Duty 4

General Summary of Duty 4 % of Time 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 of Duty 5 % of Time 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 of Duty 6 % of Time 5

Consultations

Individual tasks related to the duty.

- Provide consultations to difficult-to-manage patients

Duty 7

General Summary of Duty 6

% of Time 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 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 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 is 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 Adult 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 Adult 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. (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>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N Complete and sign service ratings.

N Assign work.

N Provide formal written counseling.

N Approve work.

N Approve leave requests.

N Review work.

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

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?

- a. Leadership and supervision of the interdisciplinary treatment team in an adult psychiatric hospital. This leadership and supervision are affected through direction of the team's professional assessments, diagnosis, treatment planning, treatment, discharge planning, performance improvement, and clinical programming activities.
- b. Staff Adult Psychiatrist also provides direct psychiatric and medical services, including assessment and diagnosis, medications, and other therapies.
- c. Other duties as assigned by the Supervisor
- d. 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 position description is updated to reflect accurate duties of the position. The position is 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 Adult Psychiatrist provides psychiatric evaluation and treatment services. The Adult Psychiatrist 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:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and skill in psychiatric assessment and treatment

Knowledge of treatment planning

Knowledge and skill in providing individual therapy

Skill to instruct, supervise, and evaluate psychiatric residents and fellows

Ability to make independent clinical judgment

Ability to teach

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a license to practice medicine or osteopathic medicine and surgery in the State of Michigan

Board of Pharmacy Controlled Substance License in the State of Michigan

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

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