



PSYCHIATRIST I, II, and III

Classification specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications *may not include all* duties performed by individuals within a classification. In addition, specifications are intended to outline the *minimum* qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

FLSA STATUS: Exempt

DEFINITION:

Under supervision by the Medical Director, to provide medical and psychiatric treatment and diagnostic services to clients in the caseload of Tri-City Mental Health Services; advise staff on appropriate treatment techniques for specific cases; and examine and treat clients requiring difficult forms of psychiatric treatment, with independent responsibility for professional results. Perform other duties as required.

DISTINGUISHING CHARACTERISTICS:

Psychiatrist I: Incumbents of this multiple-position class perform work within the scope of a practicing Psychiatrist that is Board Eligible for Certification by the American Board of Psychiatry and Neurology.

Psychiatrist II: The Psychiatrist II is a fully qualified/certified class. Incumbents of this multiple-position class are fully proficient; expected to work without close supervision; and provide responsible psychiatric services to clients in their assigned programs. The duties of the Psychiatrist I and II are essentially the same.

Psychiatrist III: In addition to the characteristics of a Psychiatrist II, the Psychiatrist III may be delegated administrative tasks by the Medical Director, such as: supervision responsibilities over allied health professional staff (e.g., medical assistant, psychiatric nurse practitioners); relevant education and training of Tri-City staff; and coordinating programs with other community agencies (i.e., family medicine resident rotation). Psychiatrist III is distinguished from Psychiatrist II by responsibility for assistance with appropriate supervision of the activities of allied health professional staff and specialized assignments under the guidance and supervision of the Medical Director.

EXAMPLES OF ESSENTIAL DUTIES: Essential duties include, but are not limited to, the following:

- Perform intake and diagnostic interviews on a scheduled and emergent basis.
- Participate in diagnostic staff evaluation of clients.
- Provide medical psychiatric treatment of clients.
- Maintain and disseminate medical records and reports in compliance with federal, State and Agency regulations, including Health Insurance Portability and Accountability Act (HIPAA) and The Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("HITECH Act"). Submit required statistical and other requested information on a timely basis.

- Consult and provide information to other agencies that are coordinating their work with that of the mental health service agency.
- May serve on Utilization Review Committee, Medication Review Committee, and chair Peer Review Committee as assigned.
- May conduct specialized research, special studies, and services.
- Provide medical consultative services to the mental health services staff; lead team conferences and provide clinical direction in unit(s) to which assigned.

QUALIFICATIONS:

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the position is qualifying. Incumbents will possess the most desirable combination of education, training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education, Training, and Experience:

Psychiatrist I:

Board Eligible for General Psychiatry and successful completion of a Psychiatry Residency Program

Psychiatrist II:

Active and current board certification issued by the American Board of Psychiatry and Neurology in at least *one* of the Board's recognized specialties or subspecialties (e.g., general psychiatry, child and adolescent psychiatry, geriatric psychiatry, forensic psychiatry, addiction psychiatry, psychosomatic medicine, etc.) and successful completion of a general psychiatry residency program; OR: Board eligible (not certified) Psychiatrists having completed their residencies prior to October 1, 1994 and possess 15 years or more of paid work experience following successful completion of the probationary period as Psychiatrist I with the Center.

Psychiatrist III:

Active and current board certification issued by the American Board of Psychiatry and Neurology in at least *two* of the Board's recognized specialties or subspecialties (e.g., general psychiatry, child and adolescent psychiatry, geriatric psychiatry, forensic psychiatry, addiction psychiatry, psychosomatic medicine), successful completion of a general psychiatry residency program, and successful completion of the subspecialty fellowship program(s) in which they hold their additional board certification(s); OR: Active and current board certification issued by the American Board of Psychiatry and Neurology in at least *one* of the Board's recognized specialties or subspecialties (e.g., general psychiatry, child and adolescent psychiatry, geriatric psychiatry, forensic psychiatry, addiction psychiatry, psychosomatic medicine), successful completion of a general psychiatry residency program, and active and current board certification issued in any other specialty recognized by the American Board of Medical Specialties, which is deemed relevant by the Medical Director to the needs of Tri-City clients.

Licensure/Registration/Certification:

Physicians and Surgeons Certificate to practice medicine in the State of California. Board certification or Board Eligible in the area of Child and Adolescents, Addictions, or Geriatrics, as appropriate.

Knowledge of:

- Principles and practices of modern medicine and psychiatry.
- Current psychiatric and medication protocols.
- Current developments in the field of psychiatry.

Psychiatrist III: In addition to the above:

- Principles and techniques of supervision.

Skill to:

- Render professional medical services in the field of psychiatry.

Ability to:

- Perform highly specialized medical and psychiatric services.
- Work effectively with adults and children with a variety of diagnoses, economic statuses and cultural backgrounds.
- Keep abreast of all local, State, federal, and other regulatory laws, rules, and regulations, and Agency policies and procedures, relating to scope of practice.
- Work effectively with other professional workers in consultation.
- Analyze situations and adopt an effective course of action.
- Maintain records and prepare clear and concise reports.
- Communicate effectively with staff, clients and other agencies.

Psychiatrist III: In addition to the above:

- Oversee, supervise, and direct the work of allied health professional staff
- Provide easy-to-understand education and training to staff, who may lack medical training
- Effectively balance clinical duties with additional administrative tasks delegated to them by the Medical Director
- Be able to represent Tri-City in an collaborative light when working with community partners

Special Requirements:

- Receive satisfactory results from a background investigation, which includes fingerprinting; a pre-employment physical examination, which includes a drug/alcohol test; and an administrative review.
- Maintain valid licensure/certification.
- In accordance with California Government Code Section 3100, Tri-City Mental Health Services employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

ESSENTIAL JOB FUNCTIONS:

The position requires prolonged sitting, reaching, twisting, turning, bending, stooping, lifting, and carrying paper and documents weighing up to 15 pounds in the performance of daily activities; grasping, repetitive hand movement and fine coordination in preparing reports and data using a computer keyboard; near and far vision in observing work performed, reading correspondence, reports, and statistical data, and using a computer; and communicating with others, on the phone, in person, and in meetings.