RECOMMENDATION AND JUSTIFICATION:
Approve amendments to the job description for the Psychiatrist Position.

The incumbent Extra Help Psychiatrist has been operating as the medical director of the Health and Human Services Agency (HHSA) since his hire and performing the duties below as part of his regular work routine. The California Department of Health Care Services (DHCS) has recently issued new requirements that county behavioral health agencies’ job descriptions specifically list certain duties of agency medical directors. HHSA wishes to amend the county Psychiatrist Job Description to list the duties. The proposed modifications listed below would meet the latest DHCS requirements.

In order to comply with our DHCS Substance Use Disorder (SUD) services contract, HHSA requests that the Board amend the job description for the Psychiatrist Position to specifically include the following duties:

1. Serve as Medical Director and approve treatment plans as required by DHCS.
2. Approve the policies and procedures for SUD programs.
3. Review the SUD assessments for every client within 30 days of admission.
4. Evaluate the diagnosis and medical necessity for SUD services.
5. Approve treatment justification forms before the 5th or 6th month of service.
6. Sign treatment plans within 15 days of the counselor’s signature.
7. Ensure that there is a physical examination on file or that the treatment plan has this as a goal.
8. The medical director may not delegate any of these duties.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
From time to time, the Board approves amended job descriptions when necessary.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
If the Board chooses not to approve the changes to the job description as requested, DHCS may reject our claims for Substance Use Disorder treatments, which would cause a serious loss of revenue. It would be difficult and very costly to procure a
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professional services contract with a physician to perform these duties.

FINANCIAL IMPACT:
There is no recommendation for a salary change with this action. There is no impact to the County General Fund.

ATTACHMENTS:
Psychiatrist (PDF)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Miles Menetrey, District V Supervisor
SECONDER: Marshall Long, District III Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey
PSYCHIATRIST

**DEFINITION**
To provide professional psychiatric services in the diagnosis and treatment of patients with mental and emotional disorders.

**SUPERVISION EXERCISED AND RECEIVED**
Receives direction from the Human Services Director or the Deputy Director of Behavioral Health.

May exercise supervision over lower level staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS**
Evaluates patients for medical necessity and psychiatric needs.

Provides treatment for patients including medication management.

Prescribes appropriate medications, diagnostic testing, and other necessary procedures.

Checks and records vital signs of patients and performs related tests as required.

Consults with staff members on individual cases to ensure optimum levels of care and case management is provided.

Fully documents diagnosis and treatment and monitors patient records for accuracy and completeness.

Serves as Medical Director and approves Substance Use Disorder (SUD) treatment plans as required by the California Department of Health Care Services (DHCS).

Approves the policies and procedures for DHCS SUD programs.

Reviews the SUD assessments for every client within 30 days of admission.

Evaluates the diagnosis and medical necessity for SUD services.

Approves SUD treatment justification forms before the 5th or 6th month of service.

Signs DHCS treatment plans within 15 days of the counselor's signature.

Ensures that there is a physical examination on file or that the SUD treatment plan has this as a goal.

The medical director may not delegate any of the DHCS/SUD duties.

Consults with and educates patients, family members, and other medical providers concerning treatment and recovery plans.

Works collaboratively with other providers and peers working in the community.

Provides on-going direction and education to staff.

Responds to emergency medical situations as necessary.
EMPLOYMENT STANDARDS:

Knowledge of:
Psychiatric, psychological, and social aspects and characteristics of emotional disturbances and mental illness.

Principles, methods, and techniques used in psychological and social assessments of individuals.

Medical and clinical skills and procedures.

Medications used in treating psychiatric conditions of children, adolescents, and adults.

Problems and needs of the seriously mentally ill.

Pertinent laws and regulations regarding medical and behavioral health treatment, and as they pertain to an individual’s legal rights.

Pharmacology of medications, including psychotropic drugs.

Principles and techniques of work coordination and training.

Ability to:
Accurately assess mental disorders and functional impairments, developing effective coordinated care plans in consultation with clients and other professionals.

Accurately prescribe and monitor medications to treat psychiatric disorders.

Provide work direction, consultation, and training for other staff.

Perform psychotherapy services for assigned cases.

Establish and maintain effective working relationships with patients, staff, other medical providers, and other County departments.

Establish and maintain a variety of personal and administrative records, clinical documentation, and related materials.

TYPICAL WORKING CONDITIONS
Work is normally performed in an office environment. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

TYPICAL PHYSICAL REQUIREMENTS
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties: lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio, visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to
communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Education:**
Possession of a license to practice medicine in the State of California and Board certification as a psychiatrist by the American Board of Psychiatry and Neurology.

**Additional Requirements:**
Possession of a valid California driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another state if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation date: 12/15/2020 (Board Res. 2020-725)