



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
07/1/2016

Agency: Oregon Health Authority

Division: Oregon State Hospital

☐ New ☒ Revised

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

SECTION 1. POSITION INFORMATION

- a. Classification Title: Physician, Psychiatrist
- b. Classification No: U7516
- c. Effective Date: _____
- d. Position No: _____
- e. Working Title: Psychiatrist
- f. Agency No: 44300
- g. Section Title: _____
- h. Employee Name: _____
- i. Work Location (City – County): Salem - Marion
- j. Supervisor Name: _____
- k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
- l. FLSA: ☒ Exempt ☐ Non-Exempt
- If Exempt: ☐ Executive ☒ Professional ☐ Administrative
- m. Eligible for Overtime: ☐ Yes ☒ No

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. OHA is overseen by the nine-member citizen Oregon Health Policy Board working toward comprehensive health and health care reform in our state.

The OHA mission is helping people and communities achieve optimum physical, mental and social well-being through partnership, prevention and access to quality, affordable health care. OHA's work is organized into three broad goals: Improve the lifelong health of all Oregonians, increase the quality, reliability and availability of care for all Oregonians and lower or contain the cost of care so it is affordable to everyone.

OHA values service excellence, leadership, integrity, health equity and partnership.

Oregon State Hospital is a Joint Commission-accredited and CMS-certified public psychiatric hospital which provides psychiatric hospital services and residential treatment services to persons committed by the Oregon courts as part of the state mental health system.

OSH provides care and treatment to adults admitted to the facility under three broad categories: 1) persons determined to be Guilty Except for Insanity and sentenced to supervision by the Psychiatric Security Review Board or the Oregon Health Authority; 2) persons who have been determined not competent to aid/assist their attorney; and 3) persons who have been civilly committed or admitted by a guardian.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

1) provide psychiatric and medical services to assigned patients. This includes (but is not limited to) diagnosis, mental status evaluation, pharmacologic management, risk assessment, and use of physical examination, laboratory, imaging, and other discipline assessments as necessary.

2) lead the interdisciplinary treatment team. This includes coordination of interdisciplinary clinical formulation and biopsychosocial treatment plan goals, interventions, delivery and outcome assessment. This also includes making recommendations to county mental health agencies, courts, or forensic review bodies (inside and outside OSH) pertaining to risk mitigation and appropriate level of care.

The Psychiatrist reports to the program Supervising Psychiatrist and the OSH Chief of Psychiatry.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
45%	NC	E	<u>Provide psychiatric/medical assessment and treatment services:</u> • Perform comprehensive psychiatric evaluations of assigned patients, including review of history, laboratory and other diagnostic tests. • Prescribe treatment and evaluate plans of care. • Order further diagnostic procedures and monitor psychotropic medications. • Document examinations, diagnoses, and treatment in patient charts in accordance with OSH and Medical Department policies. • Obtain written informed consent, according to hospital requirements.

% of Time	N/R/NC	E/NE	DUTIES
			• Obtain specialty consultation as appropriate. • Provide group and individual therapy to patients as needed or assigned. • Serve as the Psychiatrist On Duty as assigned.
40%	NC	E	<u>Lead the Interdisciplinary Treatment Team for assigned patients:</u> • Attend and facilitate treatment team meetings to complete treatment care plans and/or interdisciplinary assessments, or review the proceedings. • Collaborate with other treatment team members to complete treatment team activities and processes, including management of the unit therapeutic milieu. • Provide leadership to team members in the use of Collaborative Problem Solving as part of patient assessment and care. • Read assessments completed by other disciplines for assigned patients and incorporate recommendations as appropriate. • Meet and consult with patients' families, interested agencies and the public as the need arises in the course of patient care and treatment. • Participate in the interdisciplinary presentation of cases at patient care consultation meetings, Risk Review, and civil commitment or PSRB/SHRP hearings in accordance with established guidelines. • Provide information to the courts on patient-related matters as required.
15%	NC	E	<u>Contribute to the direction and development of OSH:</u> • Serve on MAHPS and/or OSH committees as assigned by or approved by the Superintendent, President of MAHPS, Chief Medical Officer, or Supervising Psychiatrist. • Provide education and training oversight to medical students and psychiatry residents, as needed. • Maintain Basic Life Support certification and complete Safe Together and other recurring trainings as required. • Complete Collaborative Problem Solving Tier 1 training. • Attend relevant in-service training programs as needed and maintain continuing medical education. • Serve as a role model and coach for staff, setting a standard for continuing development of quality services in a milieu of respect for the individual. • Participate in peer review and quality management activities. • Inform the Supervising Psychiatrist of pertinent issues related to patient treatment and treatment team functioning.

% of Time	N/R/NC	E/NE	DUTIES
Ongoing	NC	E	<u>Affirmative Action and Diversity:</u> - Consistently treat consumers and co-workers with dignity and respect. - Demonstrate recognition and appreciation of the value of individual and cultural differences. - Assure that service delivery is provided in a culturally competent way; assure that printed materials are made available in different languages and/or in alternate format as needed; assure that interpretation services are available and facilities are accessible for consumers as needed. - Understand how to access OSH Cultural Diversity Manager with questions or practical assistance with service delivery.
Ongoing	NC	E	<u>Core Values:</u> As an employee of Oregon State Hospital, demonstrate awareness, understanding and alignment in service delivery with the OHA Core Values of Integrity, Service Excellence, Leadership, Health Equity and Partnership.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory and environmental demands. State the frequency of exposure to these conditions.

Work is done in interview rooms, unit examining rooms, seclusion rooms, conference rooms, and offices. Patients are severely mentally ill, occasionally threatening and/or combative. The physician in this position continuously deals with urgent demands from patients, families, and professionals in the hospital and in the community. Work includes routine scheduled elements and emergency responses. Work hours are subject to change with little notice. May be required to work hours that exceed regular schedule. Moderate exposure to infectious diseases. Limited physical exertion; moderate amounts of walking.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon State Hospital Policy and Procedure Manual; OSH Medical Department Protocols; Other OSH Manuals; Standards set by The Joint Commission and Centers for Medicare and Medicaid Services; Oregon Revised Statutes; Oregon Administrative Rules; Medical and Allied Health Professional Staff Bylaws; DHS/OHA/DAS Policies

b. How are these guidelines used?

To ensure the maintenance of quality care in the performance of medical services to OSH patients.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>			
Unit Staff	In-Person/Phone/Email	Patient Care	Daily
Community Mental Health Program Staff and Community Care Providers	In-Person/Phone/Email	Patient Care	Varies
Clinical Consultants	In-Person/Phone/Email	Patient Care	Varies
Families of Patients	In-Person/Phone/Email	Patient Care	Varies
Supervising Psychiatrist	In-Person/Phone/Email	Patient Care	As Needed
Chief Medical Officer and Chief of Psychiatry	In-Person/Phone/Email	Patient Care	As Needed
Trails Program Executive team	In-Person/Phone/Email	Patient Care	As Needed
Attorneys/Judges	In-Person/Phone/Email	Patient Care	As Needed
Nurse Practitioners and Physicians	In-Person/Phone/Email	Patient Care	Varies

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

As related to individual patients: Clinical decisions related to diagnosis, treatment and medication. Do Not Resuscitate. Capacity to give informed consent. Referral for acute medical treatment or consultation. Enhanced supervision for concerns of suicidal or aggressive behavior and other precautionary measures related to health care and safety. All aspects of delivery of patient care including direct care and quality assurance. Types of treatment modalities needed by patients. Appropriateness for movement privileges and presentation to Risk Review, as necessary by program. Readiness for placement in a less-restrictive setting. Formulations about assessment data which ultimately affects the placement and medical disposition of the patient.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter"				
Supervising Psychiatrist		Email, phone, in-person	Daily, weekly, as needed	Clinical input and supervisory direction
Chief of Psychiatry		Email, phone, in-person	As needed	Clinical input and supervisory direction

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification.

All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

1. Licensure as a physician through the Oregon Medical Board.
2. Satisfactory completion of a residency program in Psychiatry in the United States.
3. Board Certified in General Psychiatry, or eligible for board certification.
4. Valid DEA Waiver.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Operating Area	Biennial Amount (\$00000.00)	Fund Type

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date