

POSITION DESCRIPTION

POSITION TITLE: PSYCHIATRIST – PART TIME

DEPARTMENT: BEHAVIORAL HEALTH

JOB CONTENT

1. POSITION SUMMARY:

(OVERALL PURPOSE OF THIS POSITION)

- **DIAGNOSES, PRESCRIBES MEDICATION, MONITORS MEDICATION SIDE EFFECTS AND PARTICIPATES IN THE TREATMENT PROCESS IN COOPERATION WITH PCP AND INDIVIDUAL CLINICAL THERAPIST (IF APPROPRIATE).**
- **PROVIDES CLINICAL SUPERVISION FOR ALL PMH APRN POSITIONS.**
- **PROVIDES FORMAL PSYCHIATRIC CONSULTATION/EDUCATION TO MEDICAL PROVIDERS.**

2. ESSENTIAL DUTIES AND RESPONSIBILITIES WHICH MUST BE PERFORMED IN ORDER TO CARRY OUT THE POSITION PURPOSE SUMMARIZED ABOVE:

(THE FOLLOWING DESCRIPTION IS A GENERAL REPRESENTATION OF THE KEY DUTIES AND RESPONSIBILITIES OF THIS POSITION. OTHER DUTIES MAY BE ASSIGNED, AS REQUIRED.)

- A. COMPLETES PSYCHIATRIC DIAGNOSTIC EVALUATION UPON INITIAL VISIT.**
- B. REVIEWS AND EVALUATES ALL AVAILABLE CLINICAL DATA (INCLUDING LABORATORY AND OTHER INSTRUMENTAL REPORTS) PERTAINING TO PATIENTS' PHYSICAL STATUS (ROUTINE TESTS).**
- C. PERFORMS CLINICAL SCREENING AND REFERRAL OF ALL CONDITIONS IN NEED OF CONSULTATION FROM MEDICAL, NON-PSYCHIATRIC SPECIALTIES.**
- D. ORDERS RELEVANT TESTS AND EVALUATION/PROCEDURES TO ASSIST IN DIAGNOSTIC PROCESS.**
- E. REVIEWS AND FOLLOWS UP ON TREATMENT(S) ORDERED BY OTHER PHYSICIANS.**
- F. DOCUMENTS ALL PATIENT DATA, INCLUDING PATIENT'S PROGRESS IN ELECTRONIC MEDICAL RECORD (EMR).**



- G. EXPLAINS MEDICATION EFFECTS AND SIDE-EFFECTS TO PATIENT AND/OR GUARDIAN WITH REVIEW OF THE PATIENT MEDICATION INFORMATION (PMI) FOR EACH MEDICATION.**
 - H. OBTAINS OR REVIEWS PATIENT'S AND/OR GUARDIAN'S SIGNATURE ON THE CONSENT TO TREATMENT WITH PSYCHOTROPIC MEDICATION UPON INITIAL VISIT AND ANNUALLY THEREAFTER.**
 - I. PRESCRIBES, FOLLOWS-UP AND REVIEWS ALL PRESCRIBED NEUROLEPTICS.**
 - J. OBTAINS AND REVIEWS PATIENT'S AND/OR GUARDIAN'S SIGNATURE ON THE INFORMED CONSENT FOR THE PROPER USE OF CONTROLLED SUBSTANCES WITH PATIENTS PRESCRIBED CHRONIC NARCOTIC, ANTI-ANXIETY &/OR ATTENTION DEFICIT MEDICATIONS.**
 - K. REVIEWS ALL NON-PSYCHIATRIC MEDICAL ORDERS AND PRESCRIPTIONS.**
 - L. ORDERS NON-PRESCRIPTION, FIRST AID, DRUGS (I.E. ANALGESICS, ANTIPYRETICS) AS NEEDED.**
 - M. CONSULTS AND ADVISES THE CLINICAL STAFF AND CLINICAL DIRECTOR.**
 - N. PROVIDES VACATION COVERAGE AS ASSIGNED.**
 - O. PARTICIPATES IN CLINIC STAFF DEVELOPMENT AND IN-SERVICE EDUCATION PROGRAMS FOR BOTH PROFESSIONAL AND NFP STAFF.**
- 3. ADDITIONAL DUTIES AND RESPONSIBILITIES:**
- A. PARTICIPATES, IN AN ADVISORY CAPACITY, IN PROGRAM PLANNING AND POLICY FORMULATION FOR THE CLINIC.**
 - B. PROVIDES CONSULTATION AND TRAINING TO NFP PROVIDERS RELATED TO BEHAVIORAL HEALTH ISSUES.**
 - C. SERVES ON NFP COMMITTEES AS ASSIGNED.**
 - D. ATTENDS CLINICAL MANAGERS MEETING MONTHLY.**
 - E. ANY OTHER ASSIGNMENTS AS REQUESTED BY THE VP OF BEHAVIORAL HEALTH & CARE INTEGRATION.**

4. QUALIFICATIONS:

A. SPECIFIC KNOWLEDGE, TRAINING OR SKILLS REQUIRED TO PERFORM THE DUTIES OF THIS POSITION. SPECIFIC CONCEPTS, COURSES, TRAINING PROGRAMS OR REQUIRED CERTIFICATIONS:

(TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.)

- **NON-PROFIT, HEALTHCARE AND MANAGEMENT EXPERIENCE.**
- **M.D. OR D.O. DEGREE; BOARD ELIGIBLE OR BOARD CERTIFIED PSYCHIATRIST.**
- **ABILITY TO READ, ANALYZE, AND INTERPRET GENERAL BUSINESS PERIODICALS, PROFESSIONAL JOURNALS, TECHNICAL PROCEDURES, OR GOVERNMENTAL REGULATIONS.**
- **ABILITY TO WRITE REPORTS, BUSINESS CORRESPONDENCE, AND PROCEDURE MANUALS.**
- **ABILITY TO EFFECTIVELY PRESENT INFORMATION AND RESPOND TO QUESTIONS FROM MANAGEMENT, PUBLIC GROUPS, AND/OR BOARD.**
- **ABILITY TO APPLY MATHEMATICAL OPERATIONS TO SUCH TASKS AS FREQUENCY DISTRIBUTION, DETERMINATION OF TEST RELIABILITY AND VALIDITY, ANALYSIS OF VARIANCE, CORRELATION TECHNIQUES, SAMPLING THEORY, AND FACTOR ANALYSIS.**
- **ABILITY TO APPLY PRINCIPLES OF LOGICAL OR SCIENTIFIC THINKING TO A WIDE RANGE OF INTELLECTUAL AND PRACTICAL PROBLEMS.**
- **ABILITY TO DEAL WITH NONVERBAL SYMBOLISM (FORMULAS, SCIENTIFIC EQUATIONS, GRAPHS, ETC.) IN ITS MOST DIFFICULT PHASES.**
- **ABILITY TO DEAL WITH A VARIETY OF ABSTRACT AND CONCRETE VARIABLES.**
- **MUST HAVE AND MAINTAIN A CURRENT CONTROLLED SUBSTANCES REGISTRATION CERTIFICATE FROM THE U.S. DRUG ENFORCEMENT ADMINISTRATION.**
- **MUST HAVE AND MAINTAIN A CURRENT PHYSICIAN LICENSE AND CONTROLLED**

SUBSTANCE LICENSE FROM THE STATE OF OHIO.

- **MUST HAVE AND MAINTAIN A VALID OHIO DRIVER'S LICENSE, MAINTAIN AUTOMOBILE INSURANCE COVERAGE AND HAVE ACCESS TO AN AUTOMOBILE.**

B. ESSENTIAL PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

(THE PHYSICAL DEMANDS AND WORK ENVIRONMENT DESCRIBED BELOW ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.)

- **ABILITY TO SEE, COMMUNICATE, HEAR AND UTILIZE ELECTRONIC COMMUNICATION DEVICES.**
- **DEMONSTRATED ABILITY TO WALK, SIT OR STAND FOR LONG PERIODS OF TIME. BENDING, STRETCHING REQUIRED. LIFTING UP TO 50 POUNDS.**
- **WORK ENVIRONMENT IS STRESSFUL AT TIMES.**
- **OSHA CATEGORY: THIS POSITION PERFORMS TASKS THAT INVOLVE EXPOSURE TO BLOOD, BODY FLUIDS, OR TISSUES. ALL EMPLOYEES ARE OFFERED THE OPPORTUNITY TO RECEIVE THE HEPATITIS B VACCINATION SERIES.**

C. PREVIOUS EXPERIENCE THAT IS NECESSARY BACKGROUND TO QUALIFY FOR THIS POSITION:

- **PROFESSIONAL EXPERIENCE OF 3 YEARS; EXPERIENCE IN COMMUNITY FIELD WORK DESIRABLE.**