



CLASSIFICATION NO. 581

Established: 7/00

Revised: 5/10

FLSA: Exempt

EEO: 2

PSYCHIATRIST SUPERVISOR

CLASS CHARACTERISTICS

Under general direction, to plan, organize and direct the provision of psychiatric consultative, diagnostic and therapeutic services; to assist in the organization and execution of all medical services across all program areas in a comprehensive mental health system; to participate in the development and oversight of Quality Assurance and Utilization Review procedures; to participate in research, community education and training activities; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Mental Health Division within the Department of Human Services offers comprehensive mental health services to residents of the County. Programs include treatment of chronic and transitory mental and emotional disorders, alcohol and drug abuse, gerontological and child/adolescent mental and emotional illness, developmental disabilities and day treatment needs. The Division provides counseling, day treatment, case management, civil commitment, 24-hour crisis response and vocational rehabilitation services.

The Psychiatrist Supervisor is a licensed psychiatrist who supervises and provides consultative, diagnostic and therapeutic psychiatric services for mental, emotional or behavioral disorders across all program areas including acute and chronic, addictions and development disabilities services. The incumbent oversees psychiatric research and reviews all medical procedures to establish clinical policies in partnership with Mental Health Program Managers and may collaboratively share clinical supervision duties with a Program Manager or Program Supervisor. This position will have a pivotal role in the development and oversight of utilization management systems.

The Psychiatrist Supervisor differs from the Psychiatrist, who provides psychiatric consultative, diagnostic and therapeutic services but does not provide administrative supervision and management.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Hires and supervises psychiatrists; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to clients; may participate in performance evaluations and provide documentation in the disciplinary process of nurse practitioner staff.

2. Oversees and conducts psychiatric research either in consultation with staff members or in collaboration with members of other agencies; participates in the planning and implementation of mental health educational activities in the clinic and community; may write articles for publication.
3. Develops, implements and monitors Quality Assurance and Utilization Review procedures; reviews all medical procedures and establishes clinical policies to ensure proper client treatment/appropriateness of services and use of resources; oversees the organization, direction and execution of psychiatric services.
4. Conducts clinical interviews of patients; obtains medical and personal histories to complete psychiatric evaluations and diagnoses, and to evaluate need for psychotropic medication or other medical services; prescribes psychotropic medications and collaborates with other treatment staff to facilitate appropriate medication monitoring; formulates treatment plans; provides individual, group or family therapy.
5. Documents and maintains client contact records, both paper and computerized medical records; prepares written diagnoses of patients; completes client evaluations, case summaries, intake determination papers, billing documentation and related correspondence.
6. Provides clinical supervision and/or consultation to treatment staff, health or social service agencies, on medical aspects of a treatment plan; participates in clinical staff meetings for the development and evaluation of individual treatment plans; provides medical supervision of patients' treatment plans; assumes medical responsibility for patients requiring medical services.

REQUIRED KNOWLEDGE AND SKILLS

Comprehensive knowledge of: Principles and practices of modern psychiatry; principles and methods of quality management and managed care in the community mental health setting; techniques of psychotherapy, counseling, medication management and diagnostics; ethical standards in the treatment of mentally ill clients; research methodologies and techniques of data collection and statistical analysis; and case management methods.

Working knowledge of: Principles and techniques of supervision and personnel management; participative management theories; principles and practices of grant preparation and administration; computer equipment and related software focused on clinical documentation and management.

Skill to: Supervise and evaluate work of assigned staff; communicate effectively, both orally and in writing; direct, train, evaluate and discipline supervisory, professional and technical staff providing mental health services; research, analyze and present professional opinions clearly and concisely in oral and written form; secure the cooperation of patients, their families and friends, and to elicit information needed for the treatment of patient; plan and organize work effectively; work effectively in a multi-discipline treatment setting; prepare written diagnoses; develop and implement treatment plans; conduct group, individual and family therapy; maintain client records, handwritten and computerized; support and teach others about the importance of the computer and its use in clinical practice; oversee and conduct psychiatric research; establish and maintain effective working relationships with County staff, other agencies and the public.

WORKING CONDITIONS

All professional staff may be required to participate in 24-hour emergency program services.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- License to practice psychiatry in the State of Oregon and a National Provider Identification Number (NPI)
- Board Certified or Board Eligible in Psychiatry.
- Active Drug Enforcement Agency (DEA) license
- Basic Life Support (BLS) certificate.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 11/18