



CLASS SPECIFICATION FOR:

Senior Institutional Physician

General Statement of Duties:

Supervises institutional physicians and other assigned staff based on assigned location; provides professional medical consultations, services and treatments of various types to designated population of patients; does related work as required.

Distinguishing Features of Class:

An incumbent in this classification serves as a working supervisor supervising institutional physicians, assigned medical staff and other staff as assigned based on the department's operations; performs professional medical exams and consultations; makes accurate diagnosis; counsels patients; determines appropriate care and treatment plans; prescribes appropriate medical treatment and medication; and creates and maintains accurate detailed records. Works closely with other department staff as well as patients, families, other medical and interagency personnel regarding patient care. May supervise assigned staff such as nurses, medical assistants, etc. Work is performed with a great latitude for independent decision making. Receives general supervision.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Responsible for hiring/selection; providing training, coaching and feedback; approving leave requests and timecards; setting schedules and giving work assignments; handling performance issues; completing and delivering performance appraisals, etc for all assigned staff, including part-time, temporary and seasonal staff;
- Coordinates the activities of assigned staff in a timely and cost effective manner;
- Serves as working supervisor responsible for coordinating assignments and activities to ensure safe medical care and treatments;
- Operates within the context of professional ethics;
- Examines and consults with patients, families, other medical and interagency personnel regarding patient care;
- Collaborates with other staff members to plan, develop and coordinate provided services and treatments;
- Provides consultations and a variety of services and treatments of various types to patients in a clinical setting;
- Reviews patient's medical records, laboratory results, and determines appropriate treatment;
- Prescribes appropriate medications;
- Creates charts and records, reviews charts and records prepared by nurses, nurse coordinators, and/or other physicians;
- Makes appropriate referrals to other health care professionals and community resources as needed;
- Develops clinical protocols and procedures;
- Documents patient assessment and treatment in a timely and appropriate manner;
- Writes and maintains required and related documentation and reports as necessary or required within all current regulations, standards and practices;
- Participates in quality assurance audit program including work site protocols and clinic procedures;
- Based on assigned department, may conduct Court Ordered Psychiatric evaluations, determine competency to consent to treatment, or provide psychotherapy;
- May supervise assigned staff, observes and evaluates the performance of staff;
- Maintains all required current certifications and credentials;
- Develops and maintains a thorough up-to-date working knowledge and understanding of their specialty;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Thorough knowledge of medicine, including extensive knowledge and training in a relevant medical specialty based on assignment; thorough knowledge of applicable and accepted medical procedures and practices; skill in the use of medical instruments, equipment, and procedures; ability to accurately examine, diagnose, counsel, and treat a diverse population of patients; ability to independently resolve complex medical issues; diagnostic skills including skills in critical thinking, differential diagnosis, and the integration and interpretation of various forms of data; sound professional judgement with demonstrated ability to consider and weigh a variety of relevant factors, synthesize multiple types of data and make appropriate decisions; ability to perform exams and testing, make an accurate diagnosis and prescribe appropriate medical treatment and medications; ability to provide appropriate services and treatments to designated populations based on assignment (e.g. citizens, employees, inmates, detainees, etc.); professional integrity including the ability to maintain the integrity of confidential and/or time sensitive information and processes encountered while providing services and treatments to patients; physical ability to move very heavy weights such as an adult in



CLASS SPECIFICATION FOR:

Senior Institutional Physician

medical distress; ability to provide basic life support for medical emergencies; ability to effectively use a computer and peripheral devices as well as common office equipment incidental to the job and assigned department; computer skills sufficient for accurately creating and maintaining detailed electronic medical records; strong written and verbal communication skills; excellent interpersonal skills with the ability to establish trust and interact effectively and appropriately with diverse designated patient populations; personal accountability including teamwork and establishing and maintaining positive working relationships; good supervisory skills including strong training skills and the ability to effectively manage workloads, direct the activities of assigned staff efficiently, and to foster and maintain high morale and engagement; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy with diverse designated patient populations presenting with varying levels of understanding and needs in order to appropriately address needs and issues. Based on assignment, may require broad knowledge of mental health conditions, psychiatry practice and standards; broad knowledge of community mental health and jail settings; broad knowledge of principles and methods of clinical supervision and DSM IV nomenclature; requires the ability to assess, diagnose, and treat individuals or families with psychiatric disorders, including the prescription of medication, and identification of risk factors; requires extensive education in developmental, physical and mental health assessment, the diagnosis of mental health conditions, integration and implementation of care, psychopharmacology, psychotherapy, practice evaluation, consultation; ability to develop and deliver training to a diverse audience of County employees or citizens; ability to act independently and make decisions in critical situations. Must be able to positively and appropriately represent the County's customers and other stakeholders. May require the ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Graduation from an accredited medical school in a relevant degree/specialty program;

Experience: Completion of residency and one (1) year of relevant work experience;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license to perform assigned duties at various locations Countywide.
- Must possess and maintain a current license to practice in the Commonwealth of Virginia.
- Must possess and maintain current relevant Board certification(s), or be eligible for and obtain Board certification in appropriate specialty area.
- Must possess and maintain prescriptive authority issued by the Commonwealth of Virginia.
- Pre-placement then annual TB Screening and pre-placement and periodic respiratory clearance.
- Must be able to lift, carry and/or move in excess of 100 lbs. as needed.