

PSYCHIATRIC MEDICAL DIRECTOR

DEFINITION

Under direction of the Behavioral Health Director, participates as a key senior manager in planning, developing, organizing, and directing of all Behavioral Health Department programs; acts as the medical director and advisor for all Behavioral Health clinical programs; coordinates and supervises the medical practice of all nursing and staff psychiatrists; oversees the compliance of the agency's behavioral health services to applicable community standards of care and to State and Federal laws and rules and other regulatory requirements; represents Department activities, programs and services with community organizations and other government agencies; oversees clinical, and administrative aspects of Department operations; oversees the development of evidence based clinical services; provides psychiatric expertise for complex cases and quality assurance systems; and, performs special assignments and related work as required.

DISTINGUISHING CHARACTERISTICS

This is an "at will" licensed/certified management position that is appointed by and serves at the pleasure of the Behavioral Health Director. The incumbent shall have general responsibility for the medical direction of mental health and alcohol and drug programs and services under the Department of Behavioral Health. In this role, the Psychiatric Medical Director shall be responsible for the overall medical direction of all county behavioral health services. The Psychiatric Medical Director reports to the Director of Behavioral Health and participates in senior staff, quality improvement/quality assurance, policy and other meetings as required. The Psychiatric Medical Director has oversight of all psychiatry and nursing providers, both regular hire and contracted hire, for services to adults, children and adolescents; provides direct supervisory responsibility for mental health nurse practitioner providers and delegation to other psychiatric providers; maintains responsibility for training program development and participation in policy and procedure protocol development; chairs the weekly medical meetings (psychiatrists and mental health nurse practitioners) providing policy and other updates as well as leading clinical discussions; and participates in local, regional and state meetings of Medical Directors for Mental Health from the California Counties. In addition, the Psychiatric Medical Director interfaces with community agencies and personnel, such as the Mental Health Commission, jail services, courts and others. Further, the Psychiatric Medical Director works with hospitals in the county and psychiatric hospitals and facilities, to provide close integration of services; resolve problems; coordinate with medical organizations working with Department clients; and, facilitate the integration of medical and psychiatric services.

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REPORTS TO

Behavioral Health Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Health Unit Supervisor - Nursing, staff psychiatrist, contracted psychiatrist and other contracted medical personnel. Provides medical direction to various classifications as assigned in the Behavioral Health Department clinical programs.

EXAMPLES OF DUTIES

- Plans, organizes, directs, coordinates, and administers the County's mental health and drug and alcohol programs, activities and services.
- Develops and recommends the Department goals, objectives and policies.
- Provides medical supervision and direction to Behavioral Health Unit Supervisors of clinical programs.
- Ensures appropriate training of Department clinical staff in accordance with current standards of behavioral health practice and professional licensure as appropriate.
- Consults on the Department program planning, service design and evaluation.
- Directs the collection of statistical or fiscal information, electronic medical records, and other data as needed to evaluate and monitor performance of Departmental programs and services, and prepares reports.
- Develops and implements new behavioral health programs to meet the needs of Plumas County residents as resources allow, or retools existing programs to meet current needs.
- Represents the Department with community organizations, health providers and other governmental jurisdictions.
- Participates with other County Department Heads, including Public Health, Criminal Justice and Social Services, to promote the development and coordination of health and human services.
- Serves as Medical Director for the County's Behavioral Health Department Services.
- Appropriately manages the most sensitive public complaints and issues, represents the Department in public settings, and serves as the primary Department spokesperson on medical and psychiatric issues.
- Selects, assigns, directs and evaluates the performance of subordinate management and supervisory personnel, and participates in determining qualifications, skills and training needs for multidisciplinary program staff.

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- Serves as the primary psychiatric representative of the Behavioral Health Department with the California Department of Health Care Services, managed care organizations, and other state or federal agencies as needed.

EXAMPLES OF DUTIES - CONTINUED

- Analyzes new or proposed State and Federal legislation and directives; interprets and disseminates County, State and Federal policy and regulations pertaining to behavioral health services, and monitors implementation and compliance.
- Coordinates and participates in a variety of staff and departmental meetings to ensure quality care and service delivery, including utilization review.
- Ensures Department compliance with all Federal and State requirements for documentation and billing.
- Performs special assignments as directed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, and copiers.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; includes continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Up-to-date clinical practice of psychiatry, including the recovery model, strengths based treatment, dual diagnosis treatment, with client/family involvement.
- The application and effectiveness of a variety of behavioral health treatment modalities utilized in a comprehensive community-based prevention and treatment system.
- Principles and practices of evaluation of effective and evidenced-based mental health and alcohol and drug use treatment programs and services.
- Behavioral health problems and issues and their relationship to the development and delivery of behavioral health services.
- Methods, principles and practices of developing, implementing, coordinating and administering behavioral health services.
- Federal, State, and County laws and regulations applicable to mental health and substance use programs, and the relationship of federal and State programs to local government services and programming.

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- Research methods and techniques.

Ability to:

- Ensure appropriate clinical supervision and direction for licensed and/or certified personnel.
- Plan, organize, supervise and administer the clinical programs and services of the County Behavioral Health Department.
- Establish and maintain collaborative working relationships with community members and organizations, and continually develop the capacity of community based providers to develop and provide behavioral health services.
- Determine the need and priority of behavioral health programming, recommend allocation of resources and participate in short- and long-term budget planning and preparation.
- Establish and maintain cooperative working relationships with State and Federal agency representatives, community representatives and staff.
- Develop and maintain systems to compile health data or outcomes, provide statistical analysis, and prepare or direct the preparation of clear and concise reports.
- Interpret complex Federal, State and County codes, laws and regulations and implement systems to promote compliance.
- Effectively represent the Behavioral Health Department in contacts with the public, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Speak and write clearly and concisely.

TRAINING AND EXPERIENCE

Required qualifications for this position:

CERTIFICATES/LICENSES

- Possession of a valid California Medical License or Osteopathic License or an equivalent license issued by another state and eligibility for a California medical license which must be obtained within one year of appointment.
- Completion of a residency training program in psychiatry which is approved by the American Board of Psychiatry and Neurology and which resulted in Board eligibility. Experience in community mental health services systems, forensic psychiatry, and child psychiatry is highly desirable.
- Possession of a valid California Physician and Surgeons Certificate issued by the Board of Medical Quality Assurance.
- Possession of a current Controlled Substance Registration certificate issued by the Drug Enforcement Administration, schedules 2, 2N, 3, 3N, 4 and 5.

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SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Driver's license at the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.