



PSYCHIATRIC PHYSICIAN 3

FUNCTIONAL DEFINITION:

This is professional medical and major administrative work in the operation of a hospital for the mentally ill or for the mentally retarded. An employee in this class acts as the assistant superintendent for clinical services of a hospital for the mentally ill or a hospital and school for the mentally retarded. Employees assist in the formulation of hospital policy and assist in the direction of the over-all hospital or school services. Work is performed under the general direction of the hospital director and is reviewed for conformance to broad departmental and hospital policies and established procedures through conferences, reports and evaluation of results.

EXAMPLES OF WORK PERFORMED:

- Coordinates and assists in the direction and coordination of all medical and auxiliary services related to the efficient operation of the hospital or school
- In the absence of the superintendent, maintains the program of a mental hospital or school for the mentally defective as outlined by policies and procedures
- Initiates and directs staff conferences to discuss medical and administrative problems or for instructional purposes
- Confers with departmental representatives regarding standards, policies and procedures in the care and treatment of mentally ill or mentally defective patients
- Conducts periodic inspections of hospital or school property with particular reference to patient care and well-being
- Represents hospital or school at meetings of professional, civic or other interested community groups for the purpose of promoting goodwill and obtaining community or group cooperation
- Acts as consultant in unusual or difficult cases and advises professional staff on a variety of problems
- Prepares and submits to departmental officials periodic progress reports relating to the mentally ill or mentally defective program
- Investigates unusual incidents in the hospital or school, such as patient complaints, escapes, sudden death, improper conduct of personnel
- Meets with relatives of patients, attorneys, physicians or the general public on matters pertaining to patients or operational policies and procedures
- Performs related work as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of theories, principles, practices and techniques used in the field of psychiatry
- Thorough knowledge of mental diseases, their symptoms, treatment and social implications
- Thorough knowledge of hospital administration, which includes auxiliary services such as nursing, therapeutic, social, recreational, dietary, laundry and housekeeping
- Thorough knowledge of the theories, principles, practices and techniques used in the field of neurology, general medicine and surgery
- Considerable knowledge of laboratory methods, equipment and techniques as they relate to the field of psychiatry
- Knowledge of community agencies engaged in psychiatric or related work such as diagnostic centers, social or welfare agencies, courts or volunteer groups
- Ability to instruct or direct the instruction of physicians, residents, nurses allied hospital or volunteer personnel in the latest treatment principles and techniques used in the field of psychiatry
- Ability to follow broad departmental or hospital policies or legislative regulations in carrying out the care and treatment function
- Ability to provide leadership for the staff and to carry out the administration of part or all of the hospital services, through the supervision of professional and non-professional staff
- Ability to promote favorable public relations at the community level with reference to the operation of a mental hospital or school for mentally defectives



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QUALIFICATIONS REQUIRED:

Four years of clinical experience in the care and treatment of mentally ill or mentally retarded patients, including three years in an administrative or supervisory capacity; and completion of a three year residency or training program; which meets the certification requirements of the American Board of Psychiatry and Neurology or the American Osteopathic Board of Neurology and Psychiatry; or any equivalent combination of experience and training.

NECESSARY SPECIAL REQUIREMENT:

Possession of a license to practice medicine in the Commonwealth of Pennsylvania as issued by the State Board of Medical Education and Licensure or eligibility for such licensure.