

## **BEHAVIORAL HEALTH MEDICAL DIRECTOR**

### **DEFINITION**

Under direction, to give functional supervision over the medical aspects of the Behavioral Health Division's medical personnel; establish and maintain a medical quality assurance program; monitor the medical aspects of directly operated and contracted services and provide direct psychiatric care and treatment for behavioral health patients.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position class in the Behavioral Health Division of the Health Department responsible to the Behavioral Health Program Chief. The position was established to fulfill state requirements for the supervision of medical aspects of behavioral health patient treatment programs and has medical supervisory authority over medical personnel but no line supervisory duties.

This class is distinguished from the class of Psychiatrist in that the incumbent is responsible for reviewing all medical aspects of patient treatment programs; assisting in evaluation of subordinate medical personnel; administering the quality assurance program and monitoring medical aspects of directly operated and contracted services.

### **EXAMPLES OF DUTIES**

1. Advise and consult with the Program Chief and Program Managers on routine functioning, problems and proposals related to all medical personnel including physicians, nurses and psychiatric technicians
2. Direct the division's quality assurance program as required by state regulations. To participate or delegate participation in all required review processes such as medication monitoring, quality assurance, utilization review, etc.
3. Develop appropriate medical protocols and procedures as deemed necessary
4. Monitor the medical aspects of all directly operated and contract services as deemed necessary and/or appropriate by the Program Chief
5. Assist in the selection of staff Psychiatrists
6. Receive, review and respond to problems, complaints or proposals regarding clinical matters involving medical services as submitted by the staff or management personnel and to consult with appropriate administrative personnel regarding such matters
7. Provide psychiatric care and treatment to clients served by the Behavioral Health Division
8. Prepares statistical reports, contract monitoring and quality assurance reports.

### **QUALIFICATIONS**

Pursuant to Section 2000 of the Business and Professional Code, the following licensure requirements must be met by incumbents of this class:

License:

Possession of a valid Physician and Surgeon Certificate issued by the Board of Medical Examiners of the State of California

AND

Current certification or eligibility for certification as a Psychiatrist issued by the American Board of Psychiatry (evidence of eligibility for certification may be provided by the Secretary of the American Board of Psychiatry).

In addition to the above requirements, a combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Thorough knowledge of:

1. Principles and practices involved in diagnosing and treating mental disorders
2. Current developments in the field of psychiatry
3. Principles and practices of modern medicine.

Some knowledge of organization and procedures associated with clinics.

Skill and Ability to:

1. Analyze, evaluate and draw logical conclusions from extremely complex data
2. Treat psychiatric patients
3. Write to prepare comprehensive and concise reports and patient records
4. Establish and maintain effective work relationships with staff, patients and others contacted in the course of work
5. Communicate orally on a one-to-one basis or speak before groups
6. Read and gain a working knowledge of state laws governing behavioral health quality assurance programs.

**EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING**

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Experience:

Two years of experience as a practicing Psychiatrist.

**CLASS HISTORY**

Class Code: 54B87  
Established Date: February, 1985  
Revised Date: n/a  
Former Title: Mental Health Medical Director

**CLASS DATA**

Job Group: 09  
EEO Category: P  
Work Comp. Code: 8810  
Bargaining/Employee Unit: X  
FLSA: E  
MOCO OT: N

Prepared by: SDF 8/7/85

Approved by:

/s/ Jana H. Jagoe  
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County Administrative Office

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Date