

CLASS TITLE:

**ASSISTANT CHIEF OF
PSYCHIATRIC SERVICES**

Class Code: 02942600

Pay Grade: 49A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a superior to direct psychiatric services within the Department of Mental Health, Retardation and Hospitals, to provide professional psychiatric care to the mentally disabled and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Director of Mental Health, Retardation and Hospitals or his designee and receives professional direction from the Chief of Psychiatric Services from whom work assignments are received with wide latitude for the use of professional judgement; work is subject to review usually upon completion and through written reports and regular consultations.

SUPERVISION EXERCISED: Assists a superior to plan, organize and direct the work of subordinate medical staff members; reviews and evaluates the work performed for the application of accepted medical, psychiatric and other techniques in the care and treatment of the mentally disabled.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a superior to direct the psychiatric services within the Department of Mental Health, Retardation and Hospitals; to provide professional psychiatric care to the mentally disabled.

To assist in the development and execution of policies, plans and procedures relating to the inpatient, outpatient and day care, community treatment, rehabilitation and discharge of patients.

To assist a superior; To provide general supervision to various professional psychiatric services and/or clinics associated with the Department's mental health program; to provide leadership in the establishment of standards of performance for professional psychiatric staff members consistent with sound and acceptable hospital practices; to review the general level of work performed by evaluation of reports and in staff, clinical and consultative conferences and by observation of the overall care and treatment of patients.

To assign patient loads and physician work schedules to various units and to provide consultative service and advice as may be required in the care and treatment of the more complex, difficult and/or special cases.

To provide lectures to staff members, residents, interns, and others on the care and treatment of the mentally ill and new developments in the field of psychiatric medicine.

To assist in the development of programs for the education of professional and non-professional hospital staff.

To initiate treatment related research.

To assist with the development and implementation of community mental health programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of psychiatry; a thorough knowledge of modern principles, practices and techniques applied in the diagnosis, care and treatment of persons suffering from mental disability and skill in their application; the ability to make diagnoses and prescribe and/or administer appropriate medical and psychiatric treatment in difficult and complex cases; the ability to establish and maintain standards of performance for staff

members consistent with sound and acceptable hospital practices; the ability to assist in developing community-based mental health programs; the ability to plan, organize, coordinate, and review the work of psychiatric staff members; the ability to evaluate the quality of the various service units within the Department in terms of adequate patient care and treatment; the ability to maintain good relations with staff members, superior officials and with relatives of patients receiving care and treatment; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a medical school of recognized standing, supplemented by advanced study in the field of Psychiatry; and

Experience: Such as may have been gained through: completion of an internship in an approved mental health facility and completion of an approved residency program in psychiatry; and a minimum of three years of post-residential employment in a responsible position in a facility for persons suffering from mental disability.

SPECIAL REQUIREMENT: At the time of appointment, must be fully licensed by the Rhode Island Department of Health to practice medicine in Rhode Island and must maintain such licensure as a condition of employment.

Class Revised: December 22, 1985

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