

TITLE OF GROUP OF CLASSES: PHYSICIAN ADMINISTRATOR (BHDDH)
TITLE OF CLASSES IN GROUP

(GERIATRIC)

Class Code: 02923208

(GENERAL)

Class Code: 02923200

(PSYCHIATRIC)

Class Code: 02923207

Pay Grade: 03A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To direct several of the medical or psychiatric services and/or clinics at the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH) healthcare facilities/programs in the field of specialization indicated by the title within the group; or to direct all of the medical or psychiatric services at the Eleanor Slater Hospital (ESH), Cranston Campus or at the Zambarano Memorial Hospital, Burrillville campus; to make daily rounds; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative and professional direction of either the Chief of Psychiatry or the Assistant Medical Program Director or Director of Medical Services, depending on the area of practice of the Physician Administrator, from whom assignments are received in broad outline with wide latitude for the exercise of initiative and independent judgement, or, works under the administrative direction of a hospital administrator with whom conferences are held relative to hospital policies and objectives; work is reviewed through individual supervision, conferences and/or reports for conformance to policies and objectives and/or adherence to accepted medical or psychiatric practice and techniques.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and exercises general supervision and review over a staff of physicians and others engaged in patient care and treatment.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To direct several of the medical or psychiatric services and/or clinics at the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH) healthcare facilities/programs in the field of specialization indicated by the title within the group; or to direct all of the medical or psychiatric services at the Eleanor Slater Hospital (ESH), Cranston Campus or at the Zambarano Memorial Hospital, Burrillville campus; to make daily rounds.

PSYCHIATRIC: To direct several of the psychiatric services and/or clinics within the BHDDH healthcare facility/program and/or Eleanor Slater Hospital; to provide direct clinical care to patients; to schedule and conduct various educational programs for staff physicians and residents in training in psychiatry, such as study programs, staff conferences and special demonstration clinics; to lecture on psychiatry and related sciences as well as on psychiatric practices, procedures and standards; or

GERIATRIC: To direct geriatric services at BHDDH healthcare facility/programs and/or at the Eleanor Slater Hospital; to provide direct clinical care to patients; to organize and coordinate the activities of the geriatric services staff in the care and treatment of patients with a wide variety of diseases of the aging; to review the work of all staff members and consultative staff members rendering medical care to geriatric patients at the facility; or

GENERAL: To be responsible for the provision of general medical services at a BHDDH healthcare facility/program and/or Eleanor Slater Hospital; to consult with and advise staff physicians engaged in the administration of various medical problems; to provide direct clinical care to patients; to conduct daily rounds; to examine patients, inmates or other residents; to administer and/or prescribe medical care and treatment; and to review the work of physicians, therapists, nurses and/or practical nurses and attendants.

To consult with individual staff physicians relative to the overall clinical activities and responsibilities and their assigned services and/or clinics, wards or programs.

To provide counsel and advice on difficult, complex or special problem cases involving diagnosis, care and treatment and to recommend, where necessary, appropriate care and treatment including medications and therapies.

To assist such physicians on any other problems concerning the administration of their assigned areas of responsibility.

To direct and participate in educational/teaching with patients within an assigned service or program conducted by physicians whom they supervise.

To provide leadership, consultant services and advice, and to review and/or make final decisions and/or recommendations involving diagnosis, prognosis, care and treatment, therapies, granting of privileges, trial visits or releases, or referrals to other service areas for further disposition.

To direct and coordinate auxiliary services available to patients within the assigned services and/or clinics such as physical, occupational, recreational and/or work therapy programs, and social work services.

To assist with writing and/or modifying policies and procedures related to healthcare provided at the facility as required.

To promulgate and enforce rules and regulations to be followed by staff engaged in patient care and treatment.

To maintain medical/psychiatric skills through participation in continuing education and maintenance of certification activities in their specialty/subspecialty.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques in the field of specialization indicated by the title within the group; a thorough knowledge of the medications used in the care and treatment of patients in the field of specialization indicated by the title within the group; the ability to detect, analyze, evaluate and interpret symptoms of diseases in the field of specialization indicated by the title within the group; to administer and/or prescribe appropriate preventive, corrective, ameliorative or reparative care and treatment procedures, methods and techniques; the ability to handle the most difficult or complex cases in the field of specialization indicated by the title within the group; the ability to consult with and advise subordinate staff members on difficult, complex or special problem cases and to recommend appropriate diagnostic procedures; the ability to plan, organize, direct, coordinate and exercise general supervision and review over a staff of physicians engaged in the administration of services in the field of specialization indicated by the title within the group; the ability to schedule and conduct various educational programs and activities for professional staff members, including lecturing on subject matter, in the field of specialization indicated by the title within the group as well as on practices, procedures and standards relating to improved patient care and treatment the ability to establish and maintain effective working

relationships with superiors and associates, patients, nurses and attendants and other institutional or hospital personnel, other agencies and institutions, community organizations and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a medical school of recognized standing; and

Experience: Such as may have been gained through: successful completion of an Accreditation Council for Graduate Medical Education (ACGME) approved residency in the fields of internal medicine, psychiatry or family medicine.

SPECIAL REQUIREMENTS: At the time of appointment, must meet established requirements of the Rhode Island Department of Health to practice medicine in Rhode Island, must hold an unrestricted license to practice medicine in Rhode Island, and must maintain these requirements as a condition of employment. At the time of appointment, must possess and maintain a Drug Enforcement Administration (DEA) registration and Rhode Island controlled substance registration. At the time of appointment, must be Medical Board eligible or Board certified in primary field of residency training as described above. If Board eligible when hired, must become Board certified within three (3) years of employment. Once Board certified, must maintain competency through meeting ongoing maintenance of certification requirements for specialty or subspecialty as a condition of employment.

Class Created: December 24, 2017