Psychiatric Medical Director #05163
City of Virginia Beach – Job Description
Date of Last Revision: 03-08-2016

FLSA Status: Exempt  Pay Plan: Defined  Grade: N/A

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Oversee psychiatric and medical functions of the Mental Health Substance Abuse Division within the City of Virginia Beach Department of Human Services.

Representative Work Functions and Responsibilities
Clinical job responsibilities (50%):

Provides psychiatric evaluations and medication management services to clients of Mental Health and Substance Abuse Services.

Provides appropriate clinical documentation and follow up for services/ treatment activities. Completes timely documentation for billing purposes.

Serves as a senior member of a multidisciplinary agency team within program units.

Provides consumer and family oriented education services

Provides clinical training to staff members on various medical and behavioral health subjects to include medication management and psychiatric evaluations.

Serves as a liaison with other psychiatric staff and consultants and provides coverage for those persons.

Works with the Department of Human Services’ Director and with a multi-disciplinary team of DHS staff members reviewing clinical cases to include child welfare incidents and fatalities.

Responds to after hours consultation requests from MHSA Administrators, Emergency Services staff members in addition to the Recovery Center.

Provides clinical documentation and assures that all filing of clinical information and submission of billing information are done accurately and within the time frame required in compliance with all federal and state regulations and standards.
Administrative duties: (50%)

Develops and implements a utilization management system for outpatient psychiatric services including:

- monitoring of medication management services
- profiling of prescription practices
- developing medication management protocols

Facilitates the development and implementation as well as monitors staff compliance with all of the Medical Services policies and procedures to include the use and storage of medication samples and indigent medications.

Collaborates with the Director of MHSA and other Program Supervisors in the development of productivity standards for psychiatric staff.

Collaborates and forms a professional relationship with outside agencies in regards to psychiatric testing, medical testing and medical primary care and specialty services.

Works with the Executive Leadership Team and the Senior Leadership Team in regards to utilizing program and clinical data to develop and monitor unit cost methodologies across the Department of Human Services.

Collaborates and consults with DBHDS Executive staff to include the Quality Assurance Deputy Director in the development and interpretation of overall guidance documents and best clinical practices throughout the programs in the Department of Human Services.

Facilitates the development of levels of care criteria and medical outcome measures.

Collaborates and consults with DBHDS Executive staff in the development and interpretation of overall guidance documents or medical practice policies in the Department of Human Services.

Supervises employed medical staff and provides oversight of medical consultants to assure they receive appropriate training, ongoing supervision or oversight and monitoring of agency required documentation and billing information.

Performance Standards

Perform various clinical psychiatric duties and maintain thorough and complete documentation regarding the target behavior and diagnosis for which medications are being prescribed, as well as the anticipated effect and notations regarding client’s progress; provide consultation/reviews of patients on an emergency basis and provide recommendations of resolution of the crisis; be available by phone for after hours consultation; maintain and complete documentation of services provided within allotted time frames and according to quality assurance standards; comply with all agency, state, and federal guidelines regarding the prescription/administration/review of psychotropic medications; and successfully lead and collaborate with a multi-disciplinary team.

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
Minimum Qualifications
Graduation from an accredited medical school.

Board certification in psychiatry.

License to practice medicine in the state of Virginia.

Current DEA number with no restrictions on prescribing controlled substances.

Eligible for Medicare, Medicaid and other third party reimbursement. Individuals excluded from participation in federal reimbursement programs (including Medicaid, Medicare, and CHAMPUS) by the Office of the Inspector General do not meet the requirements for this position.

Must have, or obtain, a current and valid Virginia or North Carolina driver’s license in accordance with Virginia or North Carolina DMV driver’s license eligibility requirements.

Preferred Qualifications
Strong community based program experience. Direct treatment experience with a broad range of populations including SMI, SED, dually diagnosed individuals, the child welfare population, individuals who may be experiencing a psychiatric crisis situation, and older adults. Able to successfully collaborate as part of a multidiscipline team. Demonstrates state of the art knowledge of psychotropic medications. Able to successfully work in a managed care environment. Previous administrative experience including medical practice policy development, implementation and monitoring.

Extensive experience supervising psychiatric services, prescribing psychotropic medication, performing psychiatric evaluations, and treating severely mentally ill patients; experience treating patients with substance use and co-occurring mental health disorders; experience with ASAM Placement Criteria, knowledge of recovery-based services and principles; knowledgeable regarding evidence based practices; on insurance panels for Virginia 3rd party payees; extensive experience in mental health clinic settings; forensic experience; microcomputer experience.

Special Requirements
All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City’s operational status.

May be required to drive to off-site meetings.

Knowledge-Skills-Abilities Required to Perform Satisfactorily
A. Knowledge
   1. Knowledge of human behavior and complex behavioral problems.
   2. Knowledge of principles and methods of psychiatry.
   3. Knowledge of wellness and recovery models.
   4. Knowledge of advanced pharmacology, and psychotropic medication.
   5. Knowledge of mental illness, substance use and co-occurring disorders.
   9. Knowledge of medication side effects.

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B. Skills
   2. Skill in psychiatric interview process and psychotherapeutic techniques.
   3. Skill in prescribing psychotropic medications.
   4. Skill in treatment planning.
   5. Skill in training medical/clinical staff.
   6. Skill in interpreting laboratory tests.
   7. Skill in assessing and developing treatment programs.
   8. Skill in the operation of a computer and use of appropriate computer software.

C. Abilities
   1. Ability to direct the work of others.
   2. Ability to handle stress.
   3. Ability to stabilize crisis situations.
   4. Ability to effectively supervise others while coordinating multiple functions.
   5. Ability to follow complex oral and written communication.
   6. Ability to communicate effectively both orally and in writing.
   7. Ability to relate effectively with clients.
   8. Ability to maintain effective working relationships with staff, students, volunteers, medical and clinical professionals in the community.
   9. Ability to initiate professional referrals.
   10. Ability to interpret laboratory analyses and x-rays.
   11. Ability to prepare and supervise the preparation of case histories and the keeping of health care records according to Quality Assurance standards.
   12. Ability to differentially diagnose mental health, substance use and medical disorders.
   13. Ability to plan for and allocate scarce medical/psychiatric resources.
   15. Ability to effectively present information and respond to questions from management, staff members, clients and public groups.
   16. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Working Conditions
The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City’s business.
**Physical Requirements:** Physical refers to the requirement for physical exertion and coordination of limb and body movement.

Requires light to medium work that involves sitting most of the time, but may involve walking, standing, stooping, and lifting which also involves exerting up to 25 pounds of force on an occasional basis. Considerable skill and adeptness required in the use of the fingers, hands or limbs in tasks involving close tolerances or limit of accuracy.

**Mental Requirements:** Mental refers to the degree that the job involves cognitive activities, and use of mental processes

Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, medical, social, fiscal, legal, or managerial nature and solves complex medical and social problems, formulates important recommendations, and makes decisions that have an organization wide impact. Requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

**Environmental Conditions:** Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.

This position may risk exposure to communicable diseases including blood and airborne pathogens.

**Sensory Requirements:** Sensory refers to hearing, sight, touch, taste, and smell required by the job.

Normal visual acuity and field of vision, hearing, speaking, color perception, depth perception, sense of smell, and texture perception.

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