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|  | Date Revised: |
| STAFF Position Description |

**Instructions:** C*omplete this form for all staff positions. The form is also used to request a classification review of a currently filled position, or to update a position description with no review requested. After completion of the form, a signed copy should be given to the employee (if the position is filled), one copy forwarded to the Office of Human Resources, and the original electronic version maintained by the department.* [NOTE: This form is unlocked; you will need to Double-click check boxes in order to check, and Ctrl + Click to open links.]

**A. Action Requested**

Request a New position OR  Fill a Vacant position *(Must initiate through online recruitment)*  
 Initiate a Classification Review for a filled position

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| **Requestor:**  Employee OR  MPP Administrator | **Name:** |

Update an existing position description *(no review requested)*

New Employee/Appointment acknowledgment of the position description *(no review requested)*

*(Employee should be given full position description within 7 working days of start date)*

**B. Current Information**

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| **Name of current incumbent:** *(if filled)* | | | | | | | | **Employee ID #:** | |
| *Or if vacant*, *name of previous incumbent*: | | | | | | | | | |
| **Classification Title:** Physician – Specialty Services | | | | **Job Code:** 7750 | | | **Grade:** 1 | **Position #:** 99745632 | |
| **Working Title:** *(optional*)  Psychiatrist | | | | | | [**FLSA**](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf) **Status:** Exempt  *(See* [***CSU FLSA/Job Code List***](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf) *-* [csun.edu/careers/resources-links](https://www.csun.edu/careers/resources-links)*)* | | | |
| **Department ID:** 10186 | **Department Name:** Student Heath Center | | | | | | | | **Time Base:** .5 |
| **Lead** *(non-MPP Reports To, if applicable)*  **Name:** | | **Classification Title:** | | | **Working Title:** | | | | |
| **MPP Administrator/Department Chair** *(Reports To)*  **Name:** Julie Pearce (Administrative) &  Monica Tantraphol (Medical) | | | **Working Title:**  University Counseling Services, Director  & Klotz Student Health Center, Interim Chief Medical Officer | | | | | | |

*Please attach an org chart, if requesting a reorganization (current and proposed) (See* [***Campus Org Chart***](https://www.csun.edu/hr/orgchart) *-* [*csun.edu/hr/orgchart*](http://www.csun.edu/hr/orgchart)*)*

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| **Is this a sensitive position as designated by the CSU?**  Yes  No *(See* [***Sensitive Table***](http://www.csun.edu/sites/default/files/sensitive-positions-table1.pdf) *-* [*csun.edu/hr/background-checks*](http://www.csun.edu/hr/background-checks)) |

**C. Position Purpose** *(Hint: Complete Section D. first and then summarize; typically between 2 to 5 sentences)*

*Please briefly describe the primary function, nature, and scope of the position.*

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| Under administrative and counseling direction of the Director of University Counseling Services, and the medical supervision of the Student Health Center (SHC) Interim Chief Medical Officer, the Psychiatrist performs assigned medical psychiatric assessment, diagnosis, and treatment of CSUN students. Participates on the interdisciplinary team and consults with mental health clinicians and medical colleagues. |

**D. Major Duties**

*Describe each major set of responsibilities assigned to this position (typically 4 to 7) listing them in order of importance. Indicate the approximate percentage (minimum of 5% for a given major duty, with the total equaling 100%) of time spent in each area of responsibility, estimated over a year timeframe. Miscellaneous or other duties as assigned should be 5%.*

*Indicate duties, which are “****essential functions****” by checking the Essential box in the right column (15% or greater to be considered essential).*

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “****essential functions****”, which is intrinsic to the work.* ***A function may be essential because******1)*** *the position was established to perform the function;* ***2)*** *a limited number of employees are available to perform the function; and/or* ***3)*** *removing the function would fundamentally change the position.  (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

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| **Description of Duties** | **% of Time Total = 100** | **Essential  (Minimum 15%)** |
| Evaluates and diagnoses students presenting with mental health concerns. Prescribes medication as needed. Counsels students on related medical/personal concerns, health measures, and refers to other professionals when appropriate. Provides follow-up services. Responsible for maintaining client records in accordance with policies and procedures. Helps secure treatment for students requiring services beyond those provided by campus. Assists in the psychiatric hospitalization of students when appropriate. | 75 |  |
| Provides crisis psychiatric evaluations. | 10 |  |
| Participates on the interdisciplinary team. Serves as consultant to psychologists, clinical social workers, marriage and family therapists, and interns/trainees. Consults with Student Health Center providers. | 5 |  |
| Attends departmental meetings and trainings. | 5 |  |
| Performs other duties as assigned. | 5 |  |

**E. Physical and Cognitive Demands; and Environmental Conditions**

*Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.*

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| **PHYSICAL DEMANDS** | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |  |  | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |
| 1. Key Boarding and Mousing |  |  |  |  | 1. Lifting or Carrying |  |  |  |
| 1. Repetitive Motion of upper extremities |  |  |  |  | 1. Up to10 lbs. |  |  |  |
| 1. Hearing |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Sight |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Sitting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Standing |  |  |  |  | 1. Pushing or Pulling |  |  |  |
| 1. Walking |  |  |  |  | 1. Up to10 lbs. |  |  |  |
| 1. Bending (from waist or neck) |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Climbing Ladders |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Stooping, Kneeling, or Squatting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Reaching above shoulder level |  |  |  |  |  |  |  |  |

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| **ENVIRONMENTAL CONDITIONS** | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |
| 1. Inside (Typical office environment) |  |  |  |
| 2. Elevated Work *(Raised platform/scaffold)* |  |  |  |
| 1. Extreme Temperature (hot or cold) |  |  |  |
| 1. Outdoor |  |  |  |
| 1. Hazards |  |  |  |

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| **OTHER**  *Describe any additional demands/conditions or special circumstances that are pertinent to the position.* |
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**F. Equipment** *List any special software and machines, tools, and equipment used on a regular basis.*

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| **Type** | **Purpose and Desired Results** |
| *Example A1) Lawn Mower Example B1) Microsoft Word* | *Example A2) Mowing grass Example B2) Create or update documents* |
| Point and Click (Electronic Medical Record System) | Electronic scheduling, medical records and order entry system for the setting of appointments, clinical note write-up, and medication/lab/referral orders. |
| Microsoft Outlook | E-mail |
| CURES | California Scheduled Drug Monitoring System |
|  |  |

**G. Training and/or Licenses; and Additional Knowledge, Skills, Experience**

**(A). Training and/or Licenses:** *List required and preferred training, licenses or certifications. If a license is required for any position outside of the* [*CSU Professional License Table*](https://www.calstate.edu/hrpims/pims/Appendix/professional_license_table.htm) *(*[*www.calstate.edu/hrpims/pims/appendix/professional\_license\_table.htm*](http://www.calstate.edu/hrpims/pims/appendix/professional_license_table.htm)*), a justification must be provided in description.* ***\*****Any CSU/CSUN “Required” training will be provided after starting the appointment.*

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|  | **Required** | **Preferred** | **N/A** |
| **\***CSU Sexual Harassment Prevention / Title IX / Data Security Training *(Required for ALL employees)* |  |  |  |
| **\***CSUN Defensive Driver Training and Powered Cart/Low Speed Vehicle Safety Training (if appl) |  |  |  |
| **\***CSUN Procurement Card (P-Card) Training |  |  |  |
| \*CSU HIPAA: Protecting Patient Privacy Training |  |  |  |
| Valid professional medical license to practice medicine in the state of California. |  |  |  |
| Valid Drug Enforcement Agent number necessary for the prescribing of medication. |  |  |  |
| Current medical board certification in the specialty of psychiatry upon hiring (or within 24 months of employment). |  |  |  |
| Prior/current affiliation with a hospital or outpatient clinic |  |  |  |
| Bloodborne Pathogen Training |  |  |  |
| **(B). Additional Knowledge, Skills, and Experience:***List additional knowledge, skills, and experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.* | | | |
| Thorough knowledge to effectively apply principles and methods essential to psychiatry and the diagnosis and treatment of common medical disorders and in the assessment and response to emergency situations. Thorough knowledge of local, State and Federal laws and regulations pertaining to the medical field and psychiatry. Thorough knowledge or applicable professional ethics and standards which include but are not limited to the County Medical Society, California Medical Association, and the American Medical Association. Ability and specialized skills to serve as a mentor and resource consultant for other health center personnel and establish and maintain effective working relationships with a variety of practitioners and specialists, as well as students, faculty, and staff. | | | |

**H. Lead or Oversight of Other Positions**  Yes  No (Please list below) *List positions (including Student Assistants) that incumbent will lead, oversee or provide direct or general work direction, if applicable. (Generally, non-MPP Staff may lead, oversee, coordinate, and provide input for hiring and evaluations to MPP Administrators. Management and supervision authority is held at the MPP Administrator level.):*

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| **Name** *(if applicable)* | **Job Title** | **Position #** |
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**I. Changes in Position**

*If this is an existing position that you believe has changed, what specific duties or responsibilities have been changed, added to, or removed since the position was reviewed previously or since the incumbent was assigned?*

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| This position may include the provision of telemental health services and/or remote work. |

**J. Signatures** *(Print, sign and date below)*  **EMPLOYEE** (*Acknowledgement of reading and receiving a copy of this job description*)

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| **Employee:** | **Signature:** | **Date:** | **Extension:** |
| **LEADS / MPP ADMINISTRATORS** (*Acknowledgement that the information is accurate*) | | | |
| **Non-MPP Lead:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |
| **1st level MPP Administrator/Dept. Chair:** *(required)*  **Julie Pearce, UCS Director** | **Signature:** | **Date:** | **Extension:**  **5809** |
| **2nd level MPP Administrator:** *(if applicable)*  **Lynne Landeta, Interim SHC Director** | **Signature:** | **Date:** | **Extension:**  **3689** |
| **3rd level MPP Administrator:** *(if applicable)*  **William Watkins, Student Affairs VP** | **Signature:** | **Date:** | **Extension:**  **2391** |