

Human Resources  
750 S. Wolcott  
Room: G-50  
Chicago, IL 60612



Job Code: 1815  
Grade: ZZ  
FLSA: Exempt

Standard Job Description

Job Title  
Consultant Physician

Department  
Psychiatry

Job Summary

Under the direct supervision of the Divisional Chief of Correctional Psychiatry, the Consultant Physician of Correctional Psychiatry is responsible for supporting mental health care to patients on the Mental Health System (MHS) caseload at assigned clinical areas.

Typical Duties

- Provides regularly scheduled (usually weekly) psychiatry consultation to assigned clinics.
- Focuses on patients who are new to treatment or who are not improving as expected.
- Suggests treatment plan changes and make medication recommendations for patients the clinician evaluates.
- Documents evaluations and recommendations for treatment and I or referrals electronically via Cerner.
- Ensures that all protected health information (PHI) in local computer/networks is stored in compliance with HIPAA regulations.
- Ensures that every evaluation conducted involves a personal examination of the patient referred for consultation/evaluation.
- Secures written informed consent for treatment with psychopharmacologic agents.
- Participates (in-person or by telephone) in the Multidisciplinary Team (MDT) meetings as assigned.
- Evaluates personally or via tele-psychiatry patients assigned for evaluation due to diagnostic or therapeutic challenges.
- Provides or participates in training and technical assistance activities organized for MHS department staff
- Maintains professional cellphone and email accounts for contact during usual business hours.

Reporting Relationships

Reports to the Division Chief of Correctional Psychiatry

Minimum Qualifications

- Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) Degree from an accredited college or university
- Valid License as a Physician in the State of Illinois
- Must be Board Certified or Board Eligible in the practice of Psychiatry
- Valid Illinois Controlled Substance License
- Valid licensure with the Federal Drug Enforcement Administration (DEA)

Job Code: 1815

Initials: DK

**Preferred Qualifications**

- Experience working with underserved, transient populations and clinical co-morbidities (co-occurring mental health, substance abuse, and physical health problems)
- Experience in a correctional setting

**Knowledge, Skills, Abilities and Other Characteristics**

- Working knowledge and experience providing psychiatry consultation
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills
- Demonstrate the ability to follow department specific work rules, hospital and personnel rules
- Demonstrate attention to detail, accuracy and precision in decision making.
- Ability to provide quality care to patients
- Ability to adhere to department policies and standards utilizing best practices and the appropriate use of the Electronic Health Record (EHR)
- Ability to maintain a professional demeanor and composure when challenged
- Ability to work flexible hours including weekends, evenings and holidays as needed
- Ability to meet department and divisional productivity thresholds
- Ability to meet appropriate confidentiality standards for Protected Health Information (PHI)
- Ability to provide appropriate patient care while maintaining fiduciary responsibility to patients
- Ability to demonstrate service to public health or underserved populations

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:



David Kelner  
Division Chief of Correctional Psychiatry

5/9/2016

Date

Approval:

Gladys Lopez  
Chief of Human Resources

Date

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