



Job Code: 2019

Grade: K12

HCWR: N

Job Title

Chief Psychiatrist, Correctional Health

Department

Mental Health Services

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Chief Psychiatrist, Correctional Health leads a group of Correctional Psychiatrists, Advanced Practice Psychiatric Nurse Practitioners, and Physician Assistants. The Chief Psychiatrist, Correctional Health provides direction over the delivery of a comprehensive mental health continuum of care including inpatient, residential and outpatient psychiatric care for youth and adolescents. The Cook County Jail serves as the county and state's largest provider of mental health care to an underserved minority population in the Chicagoland area. More than 80% of the inmates have a history of substance abuse with up to 20% suffering from mental illness with co-occurring drug abuse disorders.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Duties and tasks include administrative and clinical responsibilities, direct patient care, teaching and clinical supervision. Oversight of the staff psychiatrists and advance practice registered nurses or physician assistants, if applicable, involves scheduling of hours, assignment of units and duties, review of electronic clinical records, patient encounters, prescribing practices, laboratory ordering patterns and interface with staff.
- Provides administrative and clinical guidance to the psychiatric staff and all treatment disciplines responsible for the delivery of mental health services.
- Ensures the appropriate assignment of all psychiatry staff according to clinical need by area of supervision and patient classification.
- Collaborates with the Correctional Health Leadership to provide strategic direction for the continued development of clinical information systems.
- Minimizes practice variance through regular multidisciplinary development and review of patient care protocols and process design focused on providing care that is safe, timely, effective, efficient, equitable, and patient centered.
- Assists in scheduling psychiatry staffing according to hours and days of the week to meet the needs of the patient population.
- Assists in developing the on-call rotation calendar for psychiatry coverage to establish necessary psychiatric service delivery to meet the clinical caseload requirements.
- Maintains an active clinical load of at least 40% direct clinical care. Fill-In as a practicing psychiatrist according to scheduled need.
- Accounts for 24/7 availability as needed as well as return to the facility when necessary to accommodate clinical necessity.
- Establishes expectations regarding the legal filing of involuntary medication orders for patients who are noncompliant with medications and monitor staff practices and forensic patients.
- Develops departmental policies and procedures, clinical guidelines and treatment algorithms in accordance with accreditation and national standards of the American Psychiatric Association, National Commission on Correctional Health Care (NCCHC) and American Correctional Association (ACA) as well as the Illinois Mental Health Code.
- Maintains current licensing credentials according to CCH requirements.
- Monitors and maintains psychiatric ongoing professional practice evaluations (OPPE) for clinical staff.



Typical Duties

- Maintains continuous quality improvement standards and participate as the Chair of the Morbidity Review Committee for Suicide Prevention.
- Attends and participates in committees and meetings as requested including but not limited to Continuous Quality Improvement, Pharmacy and Therapeutics/Drug & Formulary, and with the Cook County Department of Corrections (CCDOC).
- Collaborates with the Mental Health Director, Cermak in the hiring, supervision and discipline of all direct reports, including psychiatric staff.
- Collaborates with the Chair of the Department of Psychiatry in the supervision of Psychiatrists and Psychiatric Advanced Practice Providers for clinical competencies and reviews.
- respond to legal Issues, patient complaints, and grievances from staff or patients, or other issues as assigned by the Mental Health Director, Cermak, Chief Operating Officer-Correctional Health Services or other designee.
- Participates in the daily huddle reviewing incident reports; community concerns with department when appropriate.
- Adheres to all Cermak and CCDOC rules and regulations, general orders and security requirements.
- Provides supervision to medical students, residents, fellows, interns or others as assigned.
- Establishes faculty agreements and maintain arrangements with appropriate Universities for affiliations for student clinical management.
- Reports to the Chair of the Department of Correctional Health, Medical Director at Cermak with a matric reporting to the Chair of the Department of Psychiatry
- Performs other duties as assigned.

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited medical college or university
- Completion of an Approved Internship and Residency in Psychiatry
- Board Certification in Psychiatry by the American Board of Psychiatry and Neurology.
- Must be cleared for privileges by Medical Staff Services by start of employment
- Three (3) years of experience working as a clinical provider in a multidisciplinary correctional setting
- Three (3) years of management and/or leadership experience
- Prior experience in the provision of direct patient care services to an adult population

Preferred Qualifications

- Experience within a correctional or forensic environment is ideal with Board Subspecialty in Forensic Psychiatry
- Administrative experience in supervision of other psychiatrists, treatment teams and/or other providers

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of quality assurance principles and guidelines
- Working knowledge of Microsoft Office including Word and Excel



Knowledge, Skills, Abilities and Other Characteristics

- 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/resolutions skills
- Strong attention to detail, accuracy and precision
- Ability to train by presenting concepts and demonstrating tasks, teach, educate (ACGME), and research grant programs
- Ability to prepare annual reports and conduct budgetary planning
- Ability to multitask and meet deadlines in a fast paced and stressful environment
- Ability to maintain a professional demeanor and composure when challenged
- Ability to meet appropriate confidentiality standards for protected

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.