

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3605

TITLE: MEDICAL DIRECTOR OF CSB

GRADE: S-40

DEFINITION:

Under general administrative supervision of the Fairfax-Falls Church Community Services Board (CSB) Deputy Director, serves as the medical director over all psychiatrists in the Community Services Board; provides medical/psychiatric consultation to the CSB executive staff and Directors of Mental Health, Mental Retardation and Alcohol and Drug; sets and monitors standards for psychiatric and medical practices within the agency; provides liaison to State facilities, local hospitals, Health Department and universities' psychiatric residency training programs; coordinates lead medical staff at primary service sites; performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Medical Director of CSB differs from the Psychiatrist in that the Medical Director of CSB functions as the medical director for the Community Services Board where positions in the Psychiatrist class primarily provide direct service to clients.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Provides technical input/advice to executive staff and Directors of Mental Health, Mental Retardation and Alcohol and Drug regarding medical and/or psychiatric issues related to medications, clinical record keeping, quality improvement and best practice models;

Develops standards for psychiatric and medical practices within CSB programs;

Serves as liaison to Medical Directors of DMHMRSAS, Western State Hospital, Northern Virginia Mental Health Institute, Northern Virginia Training Center and other state facilities, local hospitals and Fairfax County Health Department;

Fosters and maintains collaborative agreements with universities for psychiatric residency training;

Periodically provides direct client service for mental health and alcohol and drug clients in order to stay in touch with individual program issues and practices;

Monitors medication spending practices and articulates needs in pharmacy and psychiatric resources during budget planning;

Provides consultation to CSB's Director of Quality Improvement regarding quality improvement and Risk Management for medical and psychiatric issues;

Maintains familiarity with service delivery sites and risk factors in the range of services provided, especially as it relates to psychiatric and medical practice;

Develops and monitors CSB infectious disease protocols;

Works with CSB training committee to address training needs of all psychiatrists;

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Manages CSB neurological contracts by reviewing the client's file to determine the appropriate neurological tests to be performed;
Provides second opinions regarding psychiatric diagnoses, the prescription of medications, and the physical condition of the client.
Participates in, or monitors the recruitment, retention and supervision of merit and limited-term physicians;
Monitors performance evaluation process for both merit and limited-term physicians
Chairs the CSB's Medical Executive Committee that discusses pertinent medical issues;
Actively participates on the Pharmacy and Therapeutics Committee.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Extensive knowledge of modern psychiatric theory and practice;
Thorough knowledge of causes, treatment and prevention of mental illness, substance abuse and mental retardation;
Thorough knowledge of administrative psychiatry and ability to advance psychiatric best practice within a multidisciplinary environment;
Considerable knowledge of available community resources useful in the treatment, rehabilitation and prevention of mental disabilities;
Considerable knowledge of the clinical use of educational and psychological tests and techniques;
Ability to establish and maintain effective and cooperative relationships with professional, administrative, and other persons working in related fields, such a local welfare and public health departments, schools, courts, law enforcement, hospitals and other institutions;
Ability to plan and execute work effectively;
Ability to analyze administrative problems.

EMPLOYMENT STANDARDS:

Graduation from a medical school accredited by the Liaison Committee on Medical Education, and completion of a psychiatric residency program; PLUS
Three years of post-residency clinical experience and two years of administrative/management experience in a community mental health system or psychiatric inpatient unit.

CERTIFICATES AND LICENSES REQUIRED:

Current license to practice medicine in the Commonwealth of Virginia
Certification by American Board of Psychiatry and Neurology in Psychiatry
Current Drug Enforcement Registration.

NECESSARY SPECIAL REQUIREMENTS:

Criminal background record check;
TB screening upon hire and annually thereafter

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Screening of National Practitioners Data Bank.

Contingent upon area of assignment, some positions within this class will require a National Provider Identifier.

RETITLED:	November 19, 2009
REVISED:	January 2, 2007
REVISED:	March 20, 2002
ESTABLISHED:	January 23, 2002