

POSITION DESCRIPTION
DER-PERS-10 (Rev. 07/97)
State of Wisconsin
Department of Employment Relations

1. Position No. 335010	2. Cert/Reclass Request No. 3009230	3. Agency No. 410
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4. NAME OF EMPLOYEE

5. DEPARTMENT, UNIT, WORK ADDRESS
Department of Corrections
Department of Corrections
Bureau of Health Services
3099 E Washington Ave
Madison, WI 53707

6. CLASSIFICATION TITLE OF POSITION

Psychiatrist Supervisor

7. CLASS TITLE OPTION (to be filled out by Personnel Office)

8. NAME AND CLASS OF FORMER INCUMBENT
New position

1. AGENCY WORKING TITLE OF POSITION

Psychiatry Supervisor

10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
None

11. NAME AND CLASS OF FIRST-LINE SUPERVISOR
Molli Rolli, MD
Psychiatrist Management

12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THE POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes No
IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84).

14. POSITION SUMMARY- PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

(See Attached)

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions)

____ GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
____ WORKER ACTIVITIES: Under each goal, list the work activities performed to meet that goal.
____ TIME %: Include for goals and major work activities.

TIME % | GOALS AND WORKER ACTIVITIES

(See Attached)

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION. (See Instructions)

a. The supervision, direction and review given to the work of this position is close limited general.
b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and data attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION.

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Personnel Manager _____ Date _____

CLASSIFICATION TITLE- SUB-TITLE

Psychiatrist Supervisor

POSITION SUMMARY

Under the general administrative direction of the Bureau of Health Services Psychiatry Director (PD), the Psychiatrist Supervisor is responsible for oversight of psychiatric care at Taycheedah Correctional Institution (TCI). This position monitors the professional practice of psychiatrists and Psychiatric Nurse Practitioners at TCI. This position has management responsibility for development, implementation, and approval of TCI policies/procedures and protocols concerning the psychiatric care of offenders. This position also oversees aspects of mental health care that are related to, but not directly involving psychiatric care. The incumbent represents TCI as directed with professional associations and community and governmental agencies such as the Department of Health and Family Services, Disability Rights Wisconsin, University of Wisconsin Department of Psychiatry and the Wisconsin Board of Regulation and Licensing.

This position, as directed by the Psychiatry Director, has authority and responsibility for organizing and coordinating the delivery of psychiatric services for inmates in Taycheedah Correctional Institution.

*(Rated PD
Only)*

<u>TR1</u>	<u>TR2</u>	<u>TIME %</u>	<u>GOALS AND WORKER ACTIVITIES</u>
		15%	A. Develop, monitor and evaluate a psychiatric quality improvement program at TCI. A1. Monitor the prescription of psychotropic medication by Taycheedah psychiatrists and psychiatric nurse practitioners. Analyze pharmacy data to identify appropriate cost saving measures or changes in policy that may lead to enhanced quality of care. A2. Develop and implement a quality improvement program to evaluate compliance with departmental formulary policy, evaluate consistency of prescription across providers, and monitor access to care. A3. Make recommendations and develop policy and practice guidelines to improve mental health service delivery based upon results of quality improvement measures. A4. Submit a Quarterly report on quality improvement activities to the Psychiatry Director.
		20%	B. Administer a staff model psychiatric service delivery system which is consistent with community standards of practice appropriate in a secure correctional environment and consistent with DOC standards of care. B1. Develop, implement, and monitor policies, procedures and practice guidelines consistent with DOC policies to assure delivery of quality psychiatric care to offenders. B2. Monitor the provision of psychiatric care to offenders by psychiatrists and psychiatric nurse practitioners to ensure conformance with acceptable and expected practice. Provide performance reviews on an annual basis. Provide consultation with difficult or complex cases as needed. B3. Meet monthly with TCI psychiatrists and psychiatric nurse practitioners to ensure programs are conducted in a manner consistent with established priorities and policies, assist in the development of new institutional policies, discuss specific cases and provide training and education. B4. Meet with Psychological Services Unit (PSU) staff monthly, with psychiatrists and psychiatric nurse practitioners monthly, to develop, discuss, review, and implement policies and procedures, advise on administrative issues, consult

regarding special cases, and provide educational presentations.

- B5. Collaborate with security and administrative personnel to ensure that mental health policies, procedures and practice guidelines are compatible with the overall mission of TCI and the Department.
- B6. Recruit and hire psychiatrists for TCI. Conduct these duties consistent with the Office of State Employment Relations (OSER) and DOC Bureau of Personnel and Human Resources policies and guidelines.
- B7. Orient psychiatrists and psychiatric nurse practitioners to relevant TCI and department policies and procedures at the onset of employment.
- B8. Arrange psychiatric coverage for TCI during absences and vacations.

40% C. Provide Clinical Care to Inmates at Taycheedah Correctional Institution

- C1. Collaborate with the Health Services Manager and Psychologist Supervisor to develop an appropriate system to schedule and prioritize patients.
- C2. Review files that contain relevant medical and mental health history.
- C3. Conduct face-to face interviews to provide psychiatric assessment and diagnosis.
- C4. Develop plans of care that are appropriate within a correctional environment.
Care may include:
 - Prescribing psychotropic medication
 - Ordering and reviewing laboratory or diagnostic tests
 - Brief supportive counseling and/or education
 - Referring to psychological services staff
 - Referring to primary care providers
 - Consulting with security staff
 - Requesting and reviewing prior medical or mental health records
 - Gathering collateral information from, or consulting with, other correctional staff.
- C5. Write Physicians Orders that are organized, legible, and clinically appropriate.
- C6. Ensure that the process of informed consent occurs with patients, which includes ongoing review and discussion of diagnosis, plan of care, risks, benefits and alternatives to treatment, and instructions for self-care.
- C7. Follow approved procedures for authorizing non-formulary medication and prescribing restricted (tiered) psychotropic medication.
- C8. Provide follow-up care to patients on psychotropic medication to determine efficacy of medication and need for changes. Monitors for side effects. Follows laboratory values and drug levels and obtains diagnostic tests as needed and appropriate.
- C9. Conduct AIMs exams for selected antipsychotic medications as per protocol.
- C10. Dictate a psychiatric note in the approved DOC format after each patient contact. Reviews and corrects such dictation in a timely manner after it is returned from the transcription service.
- C11. Review and respond to inmate requests that are triaged and forwarded by nursing

staff.

- C12. Consult with and refer to psychological services staff when there is a need to assess for Clinical Observation Placement, Wisconsin Resource Center referral or Winnebago Mental Health Institute referral.
 - C13. Consult with Psychiatry Director, Mental Health Director, Medical Director, or BHS Director when a patient's condition warrants it.
 - C14. Prescribe psychotropic medication conservatively, avoiding polypharmacy when possible, assessing for medication-seeking behaviors, minimizing prescription of medications with abuse potential, and using the lowest effective doses of medication.
 - C15. Maintain patient confidentiality and privacy consistent with BHS Policies and applicable state and federal laws.
 - C16. Make visits to segregation units or other units, as assigned, to ensure patient access to care.
 - C17. Provide psychiatric care at other institutions during vacations, illness, and emergencies, as requested.
 - C18. Carry out any other duties as assigned by the Psychiatry Director.
- 20% D. Provide consultation to non-psychiatric staff regarding mental health service delivery.
- D1. Provide consultation to TCI HSU staff to ensure that policies and staff practice pertaining to medical care are consistent with mental health goals.
 - D2. Provide consultation to TCI administrative staff to ensure that policies and staff practice pertaining to security procedures are consistent with mental health goals.
 - D3. Provide consultation to institution staff including psychologists, medical staff, or security staff regarding difficult or complex cases.
 - D4. Assist the Office of Legal Counsel and Department of Justice in the review of mental health records in legal action and provide expert opinions as necessary.
 - D5. Participate in mortality reviews for inmates who die by suicide and provide reports as requested to the Committee on Inmate and Youth Death.
 - D6. Respond to media requests as directed by the Public Information Officer or provide necessary information for such requests.
 - D7. Provide consultation to department budget analysts in the area of mental health to assist with financial analysis and budget requests.
 - D8. Respond to complaints regarding psychiatric services via letters or through the inmate complaint system.
 - D9. Meet with off-site providers such as the Wisconsin Resource Center or state Mental Health Institutes to coordinate care, establish policy and/or resolve problems.
 - D10. Meet with mental health advocacy groups to promote understanding and awareness of the health service needs of offenders and to resolve problems.
 - D11. Assist appointing authorities within institutions as requested to investigate violation of work rules and recommend disciplinary action per DOC personnel

rules.

- 5% E. Supervision and direction of assigned staff.
- E1. Schedule and conduct interviews; evaluate and select candidates; secure approval for appointment recommendation for staff.
 - E2. Orient and train staff on Division policies and procedures, work rules and work assignments.
 - E3. Schedule periodic staff meetings to explain and discuss new and/or changing procedures, and to ensure uniformity of instructions and work procedures.
 - E4. Receive feedback from staff and resolve problems or questions to maintain efficient workflow and uniformity.
 - E5. Review and evaluate staff performance using PPD's.
 - E6. Identify and approve individual training necessary to meet employee and agency needs, and provide opportunities for career progression and professional development.
 - E7. Counsel and discipline staff;

KR1 KR2 KNOWLEDGE AND SKILLS

1. Knowledge and ability to integrate mental health services and skill in program planning, setting goals and objectives, and establishing work plans for effective mental health program implementation.
2. Knowledge of current standards and effectiveness of mental health programming and care delivery and experience in the areas of mental health practice relevant to planning and implementing effective correctional mental health services.
3. Knowledge of the principles and practices of mental health programming and administration including knowledge of therapeutic and diagnostic methods, mental health records and mental health cares issues.
4. Ability to exercise initiative and judgment in developing, interpreting and administering policies, standards and regulations.
5. Knowledge of research techniques.
6. Significant knowledge and experience in management and supervisory techniques.
7. Knowledge of Wisconsin Regulation and Licensing requirements, investigative process and issues regarding maintaining licensure.
8. Demonstrated skill in effective communications orally and in writing with the public, professional organization, government agencies, and legal representatives.
9. Skill in establishing and maintaining effective working relationships with individuals at all levels Department wide, in a wide variety of organization and with different concerns and viewpoints.
10. Knowledge of methods and techniques to evaluate staff performance and development.
11. Interest in keeping abreast of new developments in correctional mental health care.
12. Ability to direct the professional education of mental health staff through on and off-site programs.
13. Demonstrated skills in diagnosing and treating a variety of psychiatric conditions commonly seen in a correctional setting.
14. Knowledge of correctional systems, including operation, philosophy, and goals.
15. Knowledge of the organizational structure of the Department of Corrections and the Division of Adult Institutions.
16. Knowledge of practical security requirements.
17. Knowledge of medical records procedures and requirements
18. Knowledge of state laws and guidelines regarding correctional mental health care.
19. Ability to function effectively in a correctional health care setting, treating inmates with respect and with consideration for their dignity and feelings.
20. Ability to establish and maintain effective working relationships with other personnel, functioning in a team relationship to address correctional health issues.

SPECIAL REQUIREMENTS

Possession of license to practice medicine in the State of Wisconsin, plus completion of a minimum of three years training in an approved residency in psychiatry.

Supervisor Exclusion Analysis

This information is to be provided by the position's supervisor and reviewed by the agency central office human resources representative for both filled and vacant positions and must be submitted as part of any Position Description (PD) for a position performing supervisory responsibilities (i.e., if #13 of the PD is checked YES). This information will be used to determine (1) if the position is performing supervisory functions and thus should be allocated to a supervisory classification and (2) what supervisory classification is appropriate based on the total duties of the position.

According to s. 111.81(19), Wis. Stats., a supervisor is any individual "who has authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees, or to adjust their grievances, or to authoritatively recommend such actions" and "whose principal work is different from that of the subordinates." The criteria used by the Wisconsin Employment Relations Commission (WERC) to apply this definition include: the authority to effectively recommend the hiring, promotion, transfer, discipline or discharge of employees; the authority to direct and assign the workforce; the number of employees supervised (typically a minimum of three FTE permanent employees); the amount of time spent supervising; the number of other persons exercising greater, similar or lesser degrees of authority over the same employees; the level of pay, including an evaluation of whether the supervisor is paid for skill or supervision of employees; whether the supervisor is primarily supervising an activity or is primarily supervising employees performing the activity; whether the supervisor is a working supervisor or whether he/she spends a substantial majority of his/her time supervising employees; and the amount of independent judgment and discretion exercised in the supervision of employees. The WERC ultimately determines the appropriateness of supervisory exclusions.

Position Identification Data

1. Name of Employee (if filled):
2. Civil Service Classification: Psychiatrist Supervisor _____
3. Department and Division: DOC/DAI
4. Bureau, Section and Unit (or comparable): BHS
5. Name and Classification of Supervisor: Mollie Rolli – Psychiatrist Management
6. Name and Complete Civil Service Title of Former Incumbent (if any): _____

7. Supervisory Responsibilities

- a. In view of the definition statement and criteria listed in the second paragraph of this form, does the incumbent of this position:
 - (1) have the responsibility for directly supervising the activities of other classified employees? YES NO
 - (2) have the responsibility for supervising the activities of lower level supervisors? YES NO
 - (3) meet the definition statement and criteria? YES NO
- b. List the official classification titles and number of permanent classified employees (full or part-time) directly supervised by the incumbent. If this position supervises lower level supervisors, indicate the number of employees supervised by the lower level position(s) in parentheses after the classification title of the position. (NOTE: LTE, student, patient/inmate, volunteer, and unclassified employees should be specifically identified since the direction of these individuals is not considered to warrant supervisory status.)

.50 Advanced Practice Nurse Prescriber

Supervisor Exclusion Analysis

c. What percentage of this position's total time is allocated to each of the following?

- 1) Supervisory functions (i.e., hiring, dismissing, disciplining employees, evaluating performance, settling grievances)? __10%__
- 2) Activities relating to supervisory responsibilities (i.e., establishing operating procedures, reviewing work of subordinates, counseling subordinates on performance, training and orienting new employees, performing related administrative functions, etc.)? __20%__
- 3) Performance of other work activities similar to those of the employees supervised? __30%__
- 4) Performance of other non-supervisory work activities different from those of the employees supervised (including program administration)? __40%__

*NOTE: The totals of c.1), 2), 3), and 4) must equal 100%.

*100%

8. Organizational Relationships

List (in order of descending authority) the names and classification titles of all other positions in the employing unit in the chain of command over the employees listed in 7.b.

William Grosshans – Division Administrator
James Greer – Bureau Director
David Burnett – Physician Management
Kevin Kallas – Psychiatrist Management
Molli Rolli – Psychiatrist Management _____

A copy of the organizational chart must be attached for the immediate work unit (i.e., the organizational unit which includes the employees supervised), including the names and classifications of all employees.

9. Supervisory Activities

Is this position identified as a formal step in the employee grievance procedure? YES __x__ NO _____

(If no, provide the name and classification of the first formal step in the grievance procedures for the employees listed in 7.b.)

A signature below means the position has been reviewed and you have concluded it meets the definition of "supervisor" found in s. 111.81 (19), Wis. Stats.

Supervisor _____ Date _____

Personnel Representative _____ Date _____

To be completed by Incumbent (for filled positions):

I agree with the preceding statements.

I do not feel that the preceding statements are accurate for the reasons indicated below.

No Comment

Employee Signature