



State of New Mexico
Classification Description

PSYCHIATRIST

General Summary

Psychiatrists provide direct patient care involving the provision of evaluation, diagnosis and treatment services to an assigned patient caseload within the facilities of state agencies. Employees may serve in a variety of professional medical roles which may include general psychiatry, child and adolescence psychiatry, addiction psychiatry, geriatrics, and forensics psychiatry. Employees serve on interdisciplinary treatment teams and committees and act as a consultant to other medical/clinical staff or as a liaison to agencies concerned with the welfare of the patient population.

Psychiatrist Level I

Jobcode: HPSY35

Pay Band: XE

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

First level Psychiatrist responsible for the evaluation, diagnosis, and treatment of psychiatric conditions for assigned populations. Services provided focus on the management and prevention of psychiatric disorders, high risk behaviors, safe medication management, and appropriate medical evaluation and referrals for treatment.

Recommended Qualifications

Board certified Psychiatrist, licensed by the New Mexico Board of Medical Examiners and three (3) years of experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

Licensed or eligible to be licensed by the New Mexico Board of Medical Examiners as a certified Psychiatrist.

Essential Duties and Responsibilities*

- Evaluates, diagnoses, treats, and manages psychiatric care for assigned populations. Determines type of psychiatric and general medical treatment needed.
- Orders and interprets laboratory and other diagnostic tests and makes treatment decisions based upon results.
- Maintains accurate and timely medical records.
- Leads psychiatric care on treatment team and coordinates with other disciplines for optimal provision of patient care.
- Educates patient and family about diagnosis, treatment, and medication.
- Performs medication management and ongoing evaluation for patients to achieve clinical outcomes.
- Writes standing orders and protocols for psychiatric care.
- May prepare and submit evaluation reports to courts and testifies in court proceedings.
- May prepare specialized forensic evaluation reports, including competency to stand trial and criminal responsibility.
- Makes referrals for specialty care or transfers to other care settings.
- Performs discharge planning to ensure safe after care and recommendations for medication continuation.
- Serves as a consultant to clinical staff.
- Participates in required clinical and administrative committees.

PSYCHIATRIST

Psychiatrist Level II

Jobcode: HPSY40

Pay Band: XF

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

Advanced Psychiatrist level manages complex psychiatric cases and leads psychiatric services for a facility. Typically involves supervision or oversight of psychiatric services and staff. Leads clinical committees and participates in facility-wide initiatives regarding licensing, accreditation, and quality improvement.

Recommended Qualifications

Board certified Psychiatrist, licensed by the New Mexico Board of Medical Examiners and six (6) years of experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

Board certified Psychiatrist, licensed by the New Mexico Board of Medical Examiners and three (3) years of experience as it pertains to the essential duties and responsibilities of the classification.

Essential Duties and Responsibilities*

- Manages staff resources and processes for psychiatric diagnosis, treatment, rehabilitation, and discharge programming for assigned client populations.
- Ensures adequate psychiatric staffing for facility.
- Reviews the appropriateness of treatment services provided.
- Collects data and provides reports on facility-determined key indicators.
- May review facility formulary and make recommendations for psychotropic medications.
- Orders medication and diagnostic tests for general and psychiatric needs.
- Writes standing orders and protocols for psychiatric care.
- May prepare and submit evaluation reports to courts and testifies in court proceedings.
- May prepare specialized forensic evaluation reports, including competency to stand trial and criminal responsibility.
- Prepares evaluation reports on patient treatment and progress.
- Educates patient and family about diagnosis, treatment, and medication.
- Participates as member of Medical Staff and assigned clinical and administrative committees.
- Authorizes patient transfers to hospital or other treatment settings for more intensive levels of care.
- Leads multidisciplinary treatment teams.

Psychiatrist Manager

Jobcode: HPSX46

Pay Band: XG

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

The Psychiatrist Manager provides clinical and administrative management of psychiatric services, employees, budget, policy and procedure, and resources for a facility or multiple facilities. The Psychiatrist Manager directs subordinate Psychiatrists and psychiatric clinical staff in the provision and evaluation of quality services.

PSYCHIATRIST

Recommended Qualifications

Board certified Psychiatrist, licensed by the New Mexico Board of Medical Examiners and nine (9) years of experience in the practice of psychiatry and three (3) years of management experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

Board certified Psychiatrist, licensed by the New Mexico Board of Medical Examiners and six (6) years of experience in the practice of psychiatry and one (1) year of management experience as it pertains to the essential duties and responsibilities of the classification.

Essential Duties and Responsibilities*

- Manages psychiatric services for assigned facility including responsibility for Psychiatrists and other staff, budget, policy and procedures, resources, training, licensing and accreditation.
- Manages peer review audit process and focused peer review audits of all professional psychiatry service staff including psychiatrists, psychiatric nurse practitioners, and clinical nurse specialists.
- Recruits, hires, develops, and evaluates Psychiatry department staff.
- Determines list of specific formulary psychotropic medications used at facility or facilities.
- Determines the form and content of all medical record forms used by the psychiatric services staff.
- Reviews the appropriateness of referrals to facility from outside facilities or entities.
- Reviews incident reports and issues regarding psychiatry service staff and quality/appropriateness of psychiatric care provided. Initiates appropriate corrective action.
- Serves as member of Medical Staff and assigned clinical and administrative meetings. Chairs assigned committees.
- Provides leadership in licensing, accrediting, quality assurance, and/or other facility-wide initiatives.
- Provides direct patient care services to facility as caseload requires.

Statutory Requirements: Statutory requirements for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Conditions of Employment: Conditions of employment for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted.

Working Conditions: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 10/18/2019

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

*** Supervisor must supervise two (2) or more full-time positions.*