



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-8

For the meeting of: November 14, 2014

Date: October 15, 2014

To: Board of Supervisors

From: Phillip R. Crandall, Director
Department of Health and Human Services

Subject: Adopt the new 40 hour job classification of Psychiatric Physician's Assistant and Approve the reallocation of 2 current vacant Mental Health positions in Budget Unit 424 to the job classification of Psychiatric Physician's Assistant in Budget Unit 424.

RECOMMENDATION(S):

That the Board of Supervisors:

- 1) Adopt the new 40 hour job classification of Psychiatric Physician's Assistant (salary range 482, class 0921, in the employee unit 04) into the classification plan; and
- 2) Reallocate one (1) vacant 1.00 FTE Mental Health Mid-Level Psychiatric Practitioner (salary range 501, class 0912, position 03) position in budget unit 424 to Psychiatric Physician's Assistant (salary range 482, class 0921) position in budget unit 424; and
- 3) Reallocate one (1) vacant 1.00 FTE Mental Health Assistant Director of Nursing (salary 482, class 0922, position 02) position in budget unit 424 to Psychiatric Physician's Assistant (salary range 482, class 0921) position in budget unit 424, effective immediately.

SOURCE OF FUNDING:

Mental Health Fund

Prepared by Yvonne Winter, Deputy Director - ES CAO Approval *Amy Olsen*

REVIEW: Auditor *MGM* County Counsel _____ Personnel *Of* Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
 Upon motion of Supervisor *Fennell* Seconded by Supervisor *Bass*
 Ayes *Sundborg, Lovelace, Bohn, Bass, Fennell*
 Nays _____
 Abstain _____
 Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *November 14, 2014*
 By: *Kathy Hayes*
 Kathy Hayes, Clerk of the Board

DISCUSSION:

The Department of Health and Human Services (DHHS) requested a job classification review for a proposed new job classification of Psychiatric Physician's Assistant. The purpose of the new position is to assess and evaluate the health care and psychiatric needs of patients in out-patient treatment or in an in-patient psychiatric health facility; perform diagnostic and therapeutic tasks, institute and manage care for patients; perform other related medical care as assigned. DHHS Mental Health has a Crisis Stabilization Unit and a MediCare Certified psychiatric hospital, which requires a Medical Director. In addition to outpatient clinic work, Psychiatric Physician's of DHHS provide services in the Crisis Stabilization Unit, the hospital, jail and Community Corrections Resource Center. Historically the county has had a difficult time recruiting and retaining professional level staff. DHHS is currently experiencing a physician shortage being down two (2) FTE of the budgeted six (6) Psychiatric Physician positions and the required Medical Director 1.0 FTE position despite intensive recruitment efforts over the past year. DHHS is exploring every alternative including tele-medicine, recruitment firms and alternative contract options including Physician Assistants to manage this emerging crisis of qualified doctors.

FINANCIAL IMPACT:

The salary and benefit cost of 2.0 FTE Psychiatric Physician's Assistant positions is \$206,836. The reallocation of positions 1.0 FTE Mental Health Mid-Level Psychiatric Practitioner and 1.00 FTE Mental Health Assistant Director of Nursing will result in a net salary savings of \$9,029.41 for FY 2014-15.

This action supports the Board's Strategic Framework by providing community-appropriate levels of service and creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

County Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None

ATTACHMENTS:

County HR Report
Job description – Psychiatric Physician's Assistant



HUMAN RESOURCES DEPARTMENT
COUNTY OF HUMBOLDT

825 FIFTH STREET, ROOM 100, EUREKA, CA 95501
PHONE: (707) 476-2349 FAX: (707) 445-7285
www.humboldt.gov/Job-Opportunities

DATE: October 6, 2014

TO: Phillip Crandall, Director HHS

FROM: Becke Perry, Human Resources Analyst

SUBJECT: **Classification review for the proposed new job class of Psychiatric Physician's Assistant Revised Class Number**

The previous report dated September 17, 2014 had an incorrect class number assigned to the Psychiatric Physician's Assistant (0911). We have since remedied this with a new class number 0921 for this position. I apologize for the inconvenience this may have caused.

You will need to prepare a report to the Board of Supervisors with the following specific recommendation:

“That the Board of Supervisors:

- 1) Adopt the new 40 hour job class of Psychiatric Physician's Assistant (salary range 482, class 0921, in employee unit 04) into the classification plan, effective immediately; and
- 2) Approve the allocation of two (2) 1.0 FTE Psychiatric Physician's Assistant (salary range 482, class 0921) positions, in budget unit 424 effective

”




HUMAN RESOURCES DEPARTMENT
COUNTY OF HUMBOLDT

825 FIFTH STREET, ROOM 100, EUREKA, CA 95501

PHONE: (707) 476-2349 FAX: (707) 445-7285

www.humboldt.gov/Job-Opportunities

DATE: September 17, 2014

TO: Phillip Crandall, Director HHS 

FROM: Becke Perry, Human Resources Analyst

SUBJECT: **Classification review for the proposed new job class of Psychiatric Physician's Assistant**

At your request, the Human Resources Department conducted a classification review for the proposed new job class of Psychiatric Physician's Assistant.

The classification review included an evaluation of the Job Analysis Questionnaire submitted by your Department, conversations with Dr. Harpreet Duggal, and additional information provided by Amy Cone.

The purpose of this new position is to assess and evaluate the health care and psychiatric needs of patients in out-patient treatment, or in an in-patient psychiatric health facility; perform diagnostic and therapeutic tasks, institute and manage care for patients; perform other related medical care as assigned. The Psychiatric Physician's Assistant must work under the supervision of the Physician/Physiatrist.

The Union "AFSCME" was consulted on this matter and is in agreement with the creation of this class.

You will need to prepare a report to the Board of Supervisors with the following specific recommendation:

"That the Board of Supervisors:

- 1) Adopt the new 40 hour job class of Psychiatric Physician's Assistant (salary range 482, class 0921, in employee unit 04) into the classification plan, effective immediately; and
- 2) Approve the allocation of two (2) 1.0 FTE Psychiatric Physician's Assistant (salary range 482, class 0911) positions, in budget unit 424 effective

For informational purposes, please attach a copy of this report and the attached specifications for Psychiatric Physician's Assistant to your report to the Board of Supervisors.

If you have any questions please feel free to give me a call at 476-2349.

PSYCHIATRIC PHYSICIAN'S ASSISTANT

DEFINITION

Under medical supervision and written guidelines of an assigned Physician/Physiatrist, the Psychiatric Physician's Assistant assesses and evaluates the health care and psychiatric needs of patients in out-patient treatment, or in an in-patient psychiatric health facility; performs diagnostic and therapeutic tasks; institutes and manages care for patients; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This specialized class provides direct psychiatric and health care to in-patients and out-patients in Mental Health Programs and/or facilities. Incumbent performs clinical procedures that require possession of advanced knowledge and skills, and the exercise of a high degree of clinical judgment in the assessment, diagnosis and treatment of patients.

EXAMPLES OF DUTIES (Illustrative Only)

- Obtains patient histories and performs complete physical examinations; assesses the clinical and mental status of patients to determine therapeutic and medical needs; establishes and maintains health records.
- Orders and/or performs laboratory and screening tests in accordance with approved protocols.
- Develops treatment plans; participates in case conferences and consults with physicians, clinicians, other professional staff, patients, and families as necessary; refers complex cases to appropriate resources.
- Recommends treatment; prescribes medication under protocol; administers approved treatment and medication as directed.
- Performs crisis intervention as required; assists clinical staff in mitigating crisis situations; recommends and administers medication to patients in crisis situations under supervision of treating psychiatrist.
- Evaluates patients for voluntary and involuntary commitment; signs commitment authorization for clients requiring hospitalization.
- Provides and evaluates patient care according to protocols and quality assurance criteria.

Psychiatric Physician's Assistant
Page Two

- Teaches patients, families and staff methods to enhance treatment methods; provides counseling services related to mental health.
- Reviews and prepares protocols for approval by physician staff.
- May serve as case coordinator for assigned patients or clients.
- Performs detailed patient record documentation; prepares intake and discharge summaries, program notes and treatment reviews.
- Serves on utilization review, quality assurance, and other committees as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of psychiatric treatment, including interviewing, assessment, and family and group counseling.

Psychiatric and medical protocols and treatment used in the care of the mentally ill.

Procedures and methods of examination, evaluation, and treatment of medical and psychiatric problems.

Principles and practices of health maintenance and illness prevention.

Practice of dual diagnosis for substance abuse history.

Principles of adult and child psychology.

Laws and regulations related to patient's rights, voluntary or involuntary treatment and commitment for treatment including criteria for commitment.

Community medical and social service agencies and resources providing support services for the mentally ill or disabled.

Principles and techniques of pharmaceutical administration and potential effects of patients.

Medical recordkeeping and documentation including patient charting.

Ethics and laws which govern the practices of medicine.

Skill in:

Conducting complete physical and mental assessments of patients, developing and implementing treatment plans and making appropriate referrals.

Performing approved patient treatments, examinations, tests, specified laboratory procedures and administering medications.
Applying teaching principles and providing patient education and counseling.
Analyzing crisis situations in a prompt and concise manner to facilitate appropriate treatment and referrals.
Following up on recommended treatment plans to ensure effective resolution of health, psychiatric, and related problems.
Evaluating patients for medication needs and reactions.
Preparing detailed case summaries and documentation and maintaining accurate patient records in compliance with local, state and federal rules and regulations.
Protecting patient's rights and providing advocacy for the mentally ill.
Establishing and maintaining effective working relationships with other therapists, County staff, referral agencies, physicians and the public.
Following established by-laws, policies, procedures, and regulations.

Other Requirements:

Specified positions may require possession of a valid California driver's license. Must possess a valid license to practice as a physician's assistant issued by the Medical Board of California; must possess a valid Drug Enforcement Administration (DEA) number and certificate; must possess current CPR certificate; must possess current National Provider Identifier Number.

Special Requirements:

In compliance with Medicare regulations, incumbent must enroll in Medicare using the "Medicare enrollment process for physicians and non-physician practitioners" through the Centers for Medicare and Medicaid services (CMS) within ninety (90) days of hire.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Graduation from an accredited physician's assistant program which has included a clinical preceptorship and includes training in all of the tasks identified and have passed the national certification examination administered by the National Commission on Certification of Physician Assistants. One (1) year of experience in a psychiatric or emergency room setting is desirable.