

SAN MATEO COUNTY
MENTAL HEALTH SERVICES DIVISION

DATE: April 9, 1997

MENTAL HEALTH POLICY NO.: MH 97-04

SUBJECT: Regional Medical Chiefs' Role and Function

AUTHORITY: Divisional

SUPERSEDES: Memo Dated July 30, 1987

Supervising psychiatrists have been designated as Medical Chiefs for county outpatient centers. The basic county job description of Supervising Psychiatrist applies. In addition, the following duties are expected to be performed by the Medical Chiefs:

Clinical

- Provides or guarantees the supervision of regional psychiatrists.
- Provides or guarantees the supervision of psychiatric residents.
- Provides or guarantees adequate coverage for medications, walk-in clients, and urgent care situations during clinic hours.
- Provides case consultation to Unit Chiefs and other staff when psychiatric expertise is necessary.
- Provides psychiatric/medical liaison to external agencies and other county departments as needed.
- Participates in all psychological autopsies on regional cases.
- Provides medical supervision to the youth team through supervision of child psychiatrists if the medical chief is an adult psychiatrist.
- Provides direct clinical services.

Relationship to Program Managers and Mental Health Services Medical Director

- Works with the Medical Director on medical/legal issues for the division.

- Participates in the development and implementation of division-wide policies.
- Attends Medical Chiefs' meeting.
- Meets regularly with program managers to advise on psychiatric issues.
- Provides input for performance evaluations based on any of these activities for line staff and supervisors.
- Writes the performance evaluations of all staff psychiatrists in center with input from Unit Chief and Program Managers (as appropriate).

Quality Improvement

- Participates in Quality Improvement activities as required by the division's Quality Improvement Plan; such activities will include Medication Monitoring activities, Peer Review, and other case review functions.

Miscellaneous

- When appropriate, signs off summaries and insurance forms for clients not covered by other staff psychiatrists.
- Other duties as assigned.

Accepted: _____
 Beverly Abbott, Director
 Mental Health Services Division

Accepted: _____
 Robert P. Cabaj, MD, Medical Director
 Mental Health Services Division