**FLORIDA COMMUNITY HEALTH CENTERS, INC. EMPLOYEE PERFORMANCE EVALUATION/JOB DESCRIPTION**

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| Employee’s Name: Position Title: Psychiatrist  Location: Admin. Review Date: Anniversary Date: |
| Reason for Appraisal:   * Introductory Period  Annual  Special Appraisal |
| Performance Measures:  Satisfactory – Performance is acceptable. Does the work that is required. (i.e., Is reliable regarding following instructions and meeting deadlines. Works with minimal supervision.)  Unsatisfactory – Performance is below an acceptable level. (i.e., Quality and/or quantity of work is less than what is required by the position. This person needs additional supervision.)  ***Supervisors must write a narrative in the comments section regarding exceptional and unsatisfactory items.*** |

# Position Title: Psychiatrist

**Report To: Chief Medical Officer**

**ADA:** Full time position. Ability to sit for long periods of time and/or stand periodically during work day and lift up to 30 lbs., when necessary.

Computer data entry a portion of job duty.

**OSHA:** Must adhere to universal precautions, to include blood borne pathogen protection, at all times.

# Primary Duties

1. **Supports and encourages others to support the Mission, Core Values and Goals of Florida Community Health Center.**
   * Satisfactory  Unsatisfactory

Comments:

1. **Provide direct psychiatric services through the comprehensive evaluation, diagnosis and treatment of patients, including prescribing and administering medications**
   * Satisfactory  Unsatisfactory

Comments:

1. **Responsible for the development, implementation and supervision of medication, psychiatric and medical treatment policies and procedures.**
   * Satisfactory  Unsatisfactory

Comments:

1. **Provide regularly scheduled consultation to assigned care coordinators and/or primary physicians. Works in conjunction with team members, to ensure that psychiatric services are integrated with clients overall treatment.**
   * Satisfactory  Unsatisfactory

Comments:

1. **Ensure that all protection health information in is stored in compliance with HIPPA and other regulations.**
   * Satisfactory  Unsatisfactory

Comments:

1. **Perform exploratory data analyses of reports and datasets, and offer narrative interpretations**
   * Satisfactory  Unsatisfactory

Comments:

1. **Direct patient consultation, via telemedicine or in person at community events.** 
   * Satisfactory  Unsatisfactory

Comments:

1. **Provide professional consultation to staff. Participate in staff conferences, and serve on clinical committees.** 
   * Satisfactory  Unsatisfactory

Comments:

1. **Develop systematic workflows for organization which include transforming materials, providing serves and processing information into a sequence of operations.** 
   * Satisfactory  Unsatisfactory

Comments:

1. **Participation in program coordinator, including but not limited to, weekly meetings with program staff, teleconferences with addition centers as needed.**
   * Satisfactory  Unsatisfactory

Comments:

1. **Develop and/or participate in research protocols and/or training programs for clinical staff.**
   * Satisfactory  Unsatisfactory

Comments:

1. **Perform other duties as assigned.** 
   * Satisfactory  Unsatisfactory

Comments:

# Secondary Duties:

1. **Demonstrates ability to collaborate effectively in a team setting.**
   * Satisfactory  Unsatisfactory

Comments:

1. **Must be proficient with technological software solutions.**
   * Satisfactory  Unsatisfactory

Comments:

1. **Strong organizational and time management skills required.**
   * Satisfactory  Unsatisfactory

Comments:

1. **Excellent Communication Skills**
   * Satisfactory  Unsatisfactory

Comments:

1. **Willing to establish and maintain effective working relationships with others as a team by offering support and/or ideas to enable staff to reach goals.** 
   * Satisfactory  Unsatisfactory

Comments:

1. **Willingness to keep abreast of current procedures and requirements.** 
   * Satisfactory  Unsatisfactory

Comments:

# Minimum Qualifications:

1. Graduate of an accredited college or university with at least a Doctorate Degree and/or Medical Degree in Psychology and a minimum of five (5) years experience in the psychology field.
2. Board certified or board eligible in psychiatry. Licensed to practice medicine in the State of Florida.
3. Active Florida Medical License, DEA certification
4. Proficiency of Microsoft Office applications including Office, Excel, and Outlook.
5. Proven management experience in a fast passed health care environment

# Skills and Abilities Required:

1. Ability to maintain high degree of confidentiality
2. Ability to work as a team member

# This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by supervisor.

**\* This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.**

I have read, discussed and fully understand the above position job description.

Employee Signature/Acknowledgment Date

Supervisor’s Signature Date

Chief Executive Officer Date