

Associate Director of Psychiatry (0586U) University Health
Services 65811
University of California, Berkeley

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Posted Mar. 6, 2024, set to expire Jun. 30, 2024

Job Title	Associate Director of Psychiatry (0586U) University Health Services 65811
Department	University Health Services
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Psychiatry/Psychology/Behavioral Science
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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with up to 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

Under the supervision of the Co-Director of Student Mental Health at University Health Services (UHS), the Associate Director Psychiatry Services (Associate Director Psychiatry), Student Mental Health, has day-to-day responsibility for providing operational oversight of psychiatry services at UHS and fostering interdisciplinary collaboration across UHS in our evolving team of teams framework. Functions include supervision of psychiatrists, psychiatric nurse practitioners, and the psychiatric care manager; management of the delivery of psychiatric services to students in coordination with other services; participation in the modified intensive outpatient program; leadership or co-leadership of ADHD/Neurodiversity program; oversight of quality assurance and quality improvement activities related to psychiatric care; development and implementation of policies and procedures for the provision of psychiatric care; staff recruitment and development; coordination and oversight of psychiatric training staff; and assurance of adequate staffing and appropriate scheduling to maintain daily coverage, timely access to students, and high quality of care. The Associate Director Psychiatry participates as an active member of the Student Mental Health Leadership Team in order to collaborate on the development of various program decisions and collaborates with other UHS leaders

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to benefit operations and develop initiatives on a UHS-wide scale. The Associate Director Psychiatry is also responsible for the provision of clinical psychiatric care to students, consultation with UHS and community providers to coordinate clinical care, and referral of students as appropriate for more intensive or specialized care. The Associate Director Psychiatry will participate in Student Mental Health and UHS activities as appropriate and as assigned by the Co-Directors of Student Mental Health.

Learn more by visiting the [UHS website](#), our [strategic plan](#), and our [UHS values](#).

Application Review Date

The First Review Date for this job is: 3/22/24. This job will remain open until filled.

Responsibilities

Operational / Administrative

Oversees the day-to-day clinical Psychiatry operations:

- Organizes and manages psychiatry staff schedule templates and caseloads
- Develops and maintains policy and schedules related to Psychiatry Clinician of the Day duties
- Provides clinical and administrative consultations related to operational matters
- Manages schedule adjustment requests and illness notifications

Develops and maintains an adequate workforce:

- Coordinates the recruitment and retention of psychiatry staff members
- Coordinates onboarding and chart review of new hires
- Develops and administers annual performance reviews for psychiatry staff
- Oversees staff development and any disciplinary action according to campus policies and procedures
- Ensures adequate supervisory arrangements for Psychiatric Nurse Practitioners
- Provides ongoing administrative supervision for all Psychiatry staff
- Provides direct administrative supervision of the Psychiatric Support Clinician in Primary Care

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Coordinates Quality Assurance / Quality Improvement activities:

- Develops and implements the annual peer review process for Psychiatry staff
- Participates in the UHS-wide clinical case review process as it pertains to Psychiatry care
- Participates in the regular accreditation process cycle as it pertains to Psychiatry care

Develops Psychiatry policies and procedures:

- Generates and revises policies and procedures related to Psychiatry operations
- Monitors compliance of Psychiatry policies and procedures

Coordinates rotations with any Psychiatry training staff:

- Collaborates with UHS Administration and training program to develop Memorandum of Understanding
- Coordinates schedule, activities, and required supervision
- Coordinates onboarding activities for training staff

Triages referrals to Psychiatry:

- The Psychiatry Director performs this duty on a rotating basis to determine appropriateness of referrals to Psychiatry

Reviews requests for medical records:

- The Psychiatry Director provides clinical analysis and input as needed to review outside requests for UHS psychiatry records

Maintains professional standards of documentation:

- Operational and administrative documents are produced in a timely manner and distributed as appropriate
- An initial intake (as specified below), follow-up appointments, any other patient or third-party

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contacts, consultations, termination summaries and all other pertinent and required patient specific information are documented appropriately in the psychiatric record

- Chart notes are succinct and accurate and completed in a timely fashion in the Electronic Health Record (EHR) Charting reflects the process of care, patient progress and current mental status
- Informed consent is obtained and documented where applicable
- Medication allergies and side effects are documented appropriately and kept up to date

Collaboration and Consultation

- Collaborates with Student Mental Health staff in order to benefit the operations of this department:
- Participates in the development of various program decisions via collaboration with others in the Student Mental Health Leadership Team
- Collaborates directly and regularly with Student Mental Health Co-Directors, Clinical Director, and Assistant Director of the Center for Mental Health Innovation to develop and coordinate integrated counseling and psychiatric care
- Facilitates an administrative and clinical weekly meeting with Psychiatry staff

Collaborates with other UHS departments in order to facilitate coordinated, seamless provision of patient care and promote organizational excellence:

- Meets jointly with the Primary Care Behavioral Health Manager and Psychiatric Support Clinician (PSC) to facilitate staff development of the PSC
- Collaborates directly and regularly with the UHS Medical Director to develop and coordinate clinical and psychiatric care
- Meets regularly with a team of UHS clinical leaders to coordinate all sectors of clinical and mental health care
- Meets regularly with the UHS team of managers and supervisors in order to coordinate the operational needs of the health center

Collaborates with others outside of UHS to inform the most effective approaches as related to clinical and administrative practices:

- Meets with a Human Resources representative as needed to inform appropriate policies, procedures, and practices around various staff-related issues
- Collaborates within a regular meeting of Psychiatry leads from the University of California system in order to share best practice methods and envision UC-systemwide policies

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Collaborates in relation to providing direct patient care as below, and acts as a consultant in area of expertise to various clinical disciplines at UHS and the campus at large in the following manner:

- In regard to direct patient care, the Associate Director Psychiatry collaborates with all members of the patient care team and consults with colleagues when appropriate (as above)
- Provides coverage care for clients of colleagues when indicated
- Provides expert psychiatry consultation regarding patient assessment and management when requested by any staff member in medical Clinical Services, Student Mental Health, and other UHS staff, as needed
- May provide consultation or information in regard to area of expertise to a campus group for the purposes of crisis intervention or education
- Participates in a multidisciplinary weekly Case Consultation meeting and discipline-specific consultation in a weekly psychiatry meeting

Organizational Responsibilities

The Psychiatry Director conducts all activities with the mission and goals of Student Mental Health, UHS and the campus in mind:

Develops and participates in programming related to innovation, service improvement and growth and

- Adheres to principles of quality, customer oriented standards
- Demonstrates professionalism, courtesy, and sensitivity in all interactions with patients and staff
- Maintains an understanding of the social, cultural and environmental context of health, including mental health on the college campus
- Facilitates and participates in staff meetings in a constructive manner
- When assigned, actively participates on UHS committees and/or the development of new programs/ideas
- Is knowledgeable of patient rights and responsibilities, rules of confidentiality and patient privacy
- Documents and follows organizational policies in regard to administrative inquiries and patient complaints/concerns
- Maintains patient records appropriately including confidentiality and completeness of notes. This includes written and electronic records
- Is knowledgeable of UHS and campus departments, services, locations
- Is knowledgeable of operational, administrative, business, and personnel policies
- Works collaboratively with University Health Services staff

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- Demonstrates flexibility and adaptability as health care practices and related technology change

Patient Care

The Associate Director Psychiatry provides direct patient service including new patient evaluations (emergent, urgent and routine), follow-up care and case management as required. This includes the following:

- Initial intake evaluation for patients referred to psychiatry. An appropriate intake includes the reason for referral, history of present illness, pertinent medical and psychiatric histories, current medications, allergies, trauma and violence histories, substance use history, other pertinent psychosocial history, and an appropriate mental status and physical examination.
- Initial evaluation includes formulation based on information obtained in the first appointment, mental health differential diagnosis, treatment plan, and disposition. The treatment plan includes ordering and interpreting diagnostic test(s) as appropriate, recommending therapeutic treatment modalities (including medications), obtaining informed consent prior to initiating treatment(s), providing appropriate psychoeducation, and providing referrals as appropriate. Prior medical and/or mental health records from outside providers will be requested as appropriate.
- Collaboration with all members of the medical and mental health care team throughout treatment
- Monitoring of changes in client's symptoms, mental status, and/or condition and medication side effects as appropriate
- Changes to treatment plan as appropriate
- Monitoring the impact of and relationship to any non-prescribed substances used and collaborating on treatment plan when indicated
- Monitoring for misuse or diversion of stimulant medication and collaborating on treatment plan when indicated
- Requests consultation with colleagues when appropriate
- Other duties as assigned

Required Qualifications

Education:

- Successful completion of Psychiatry Residency at an ACGME accredited program
- Significant clinical experience in outpatient Psychiatry

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Licenses/Certifications:

- Active, unrestricted, and valid California Medical License
- Active DEA registration in order to prescribe Schedule II - V medications
- Current board certification in Psychiatry
- Active Basic Life Support certification
- Will complete mandatory 5150 training by Alameda County to obtain 5150 certification and obtain 5150 Professional staff authorization yearly

Knowledge, Skills and Abilities:

- Knowledge essential to managing a health care unit and associated medical and clinical staff members
- Knowledge of Human Resources-related policies and procedures
- Knowledge of emerging trends in student mental health and of national models to address these
- Knowledge of strengths-based and recovery approaches to psychiatric and mental health care
- Highly effective communication, interpersonal, and presentation skills
- Highly effective problem-solving and decision-making skills
- Experience with the use of electronic medical records systems
- Must have effective psychiatric diagnostic and decision making skills
- Experience in the assessment of and ability to work with high-risk populations, including severe and complex mental health concerns
- Working knowledge of college developmental and mental health issues including dual diagnoses
- Experience working with and commitment to addressing the needs of multicultural and marginalized populations

Preferred Qualifications

- Working knowledge of applicable laws and standards of professional conduct
- Knowledge of budget / fiscal processes
- Knowledge of HIPAA and FERPA privacy rules and California state laws regulating privacy and confidentiality of health information
- At least 3 years post-licensure
- Experience working with multicultural and marginalized college student populations with an eye toward innovative approaches
- Experience in the assessment and treatment of patients presenting with symptoms consistent

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Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted annual salary range that the University reasonably expects to pay for this position is \$216,000.00 - \$288,000.00.
- This is a 75% - 90% time (30 - 36 hours per week), career position that is eligible for full UC benefits. Please note: The posted salary range is calculated at 100% time and will be prorated per the final schedule at the offer stage.
- This position is exempt and paid monthly.

How to Apply

To apply, please submit your resume and cover letter.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

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Other Information

Your employment is dependent on obtaining and maintaining a credentialing clearance (if applicable), background clearance and medical clearance according to University Health Service policies.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

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