



**INTERFAITH COMMUNITY  
HEALTH CENTER**

medical • dental • pharmacy • behavioral health  
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*health care for everyone*

**JOB DESCRIPTION / PERFORMANCE EVALUATION**

**POSITION TITLE:** PSYCHIATRIST

**EMPLOYEE NAME:** \_\_\_\_\_

**REPORTS TO:** BH DIRECTOR

**DEPARTMENT:**Behavioral Health **SITE:**Bellingham

**EMPLOYMENT STATUS:** SALARY/EXEMPT

**DATE OF HIRE:** \_\_\_\_\_

**TYPE OF EVALUATION:**  Orientation  3 Month (optional)  
 6 Month  Annual

**ASSESSMENT PERIOD:** \_\_\_\_\_ to \_\_\_\_\_

**JOB PURPOSE:**

To provide comprehensive psychiatric care in multi specialty group practice community health center and setting.

**JOB DIMENSIONS:**

This job requires the physician to possess the prerequisite psychiatric medical education and training to practice medicine. The provider is to be able to work with a multi-disciplinary team and effectively educate, provide consultation and support primary care Physicians, Physician Assistants, Nurse Practitioners and other mental health professionals.

**JOB QUALIFICATIONS:**

**Education:** State Board of Medical Examining or Board of Osteopathic Physicians recognized medical education.

**Certification and Licensure:** Washington State License, Board certified Psychiatry.

**Experience:** Preferably two years or more of Community Psychiatric Practice. Electronic Medical Records (EMR) experience preferred.

**Specialized Skills & Knowledge:** Full scope of adult psychiatric care. Ability to understand and respond effectively and with sensitivity to special population groups, including those defined by race, ethnicity, language, age, gender, sexual orientation, economic standing, & others.

**Blood-Borne Pathogens Exposure:** Category I

- (1) **NOT ACCEPTABLE**  
Performance has consistently failed to meet requirements. Immediate corrective action should result.
- (2) **NEEDS IMPROVEMENT**  
Performance meets some of the requirements but should be improved. Plans should be pursued to develop consistently effective performance.
- (3) **MEETS EXPECTATIONS**  
Performance has been satisfactory and fully meets requirements.
- (4) **EXCEEDS EXPECTATIONS**  
Performance has consistently gone beyond requirements.

JOB DUTIES AND RESPONSIBILITIES	JOB PERFORMANCE STANDARDS	PERFORMANCE RATING				COMMENTS
		1	2	3	4	
						<b>NOTE: Ratings 1, 2 &amp; 4 require written narrative. The Performance Rating "EXCEEDS EXPECTATIONS" can be used for Annual reviews only.</b>
<b>Communication:</b>	1. Asks for direction when unsure of job expectation.					
	2. Makes suggestions and addresses concerns in a constructive manner.					
	3. Utilizes appropriate channels of communication in problem-solving and conflict resolution.					
	4. Communicates effectively and courteously to all ICHC staff.					
<b>Organization &amp; Time Mgmt.</b>	1. Does not allow personal issues to interfere with workload; keeps social interaction with other staff to a minimum.					
	2. Takes and returns from breaks and lunch times in a timely manner..					

	3. Maintains a clean, orderly and professional work area.					
	4. Seeks out appropriate uses of time during non-busy periods.					
<b>Safety/CQI</b>	1. Ensures safe work environment and promotes accident prevention.					
	2. Utilizes cause for concern form to identify situations that have an impact on care delivery, safety or patient service.					
<b>Work Ethic</b>	1. Consistently demonstrates strict adherence to policies and procedures.					
	2. Takes responsibility for own actions and seeks to correct any mistakes.					
	3. Consistently reports to work on date and time scheduled.					
	4. Self-initiates and follows through on assignments in a timely manner.					
<b>Team Contribution</b>	1. Participates in and supports team meetings, activities, and/or problem solving.					
	2. Promotes positive teamwork and cohesiveness between all staff.					
	3. Provides constructive and creative recommendations for improvements in own area of responsibility and the clinic's system as a whole, particularly consultation to primary care providers.					
	4. Acts as a resource, communication appropriate knowledge, skills and conduct.					
<b>Service Excellence:</b>	1. Maintains a high level of quality, accuracy and neatness in work performed.					
	2. Remains calm and tactful during stressful situations, emergencies and confrontations.					
	3. Prioritizes customer service and customer satisfaction.					
	4. Demonstrates an awareness of and commitment to the goals and					

	mission of ICHC.					
<b>Professionalism:</b>	1. Maintains appropriate personal boundaries with patients.					
	2. Accepts supervision and criticism in a constructive manner.					
	3. Maintains professional appearance appropriate for position.					
	4. Maintains organizational and patient confidentiality.					
	5. Demonstrates an ability to adapt to change.					

JOB DUTIES AND RESPONSIBILITIES	JOB PERFORMANCE STANDARDS	PERFORMANCE RATING				COMMENTS
		1	2	3	4	
<b>Resource Utilization:</b>	1. Able to work with limited resources and personnel.					
	2. Able to belong to and utilize a team in providing quality health care to our patients.					
<b>Clinical Assessment:</b>	1. Able to perform appropriate diagnostic and clinical assessments in evaluating patient health care concerns.					
	2. Able to identify, prioritize and manage complex psychiatric and related health problems.					
<b>Education:</b>	1. Maintain Board Certification requirements.					
	2. Maintain hospital required skills e.g. ACLS, PACS, ATLS as appropriate.					
	3. Maintain specialized clinical skills as applicable.					
<b>Leadership:</b>	Must demonstrate the ability to offer leadership to his/her clinical team.					
<b>Customer Orientation:</b>	Present himself/herself in a professional manner that represents high standards and quality of service expected of ICHC staff.					
<b>Innovation:</b>	Able to explore and develop programs/services to improve patient care and clinic services.					
<b>Financial:</b>	1. Assist the BH Director in developing clinic budget projections and needs.					
	2. Advise on addressing financial short falls with clinically relevant plans and actions to resolve the problem.					
<b>Problem Solving:</b>	1. Looks at problems as a reasonable challenge and not as a wall.					
	2. Problem resolution and action is accomplished by team involvement and active implementation of a consensus.					

JOB DUTIES AND RESPONSIBILITIES	JOB PERFORMANCE STANDARDS	PERFORMANCE RATING				COMMENTS
		1	2	3	4	
<b>Job Knowledge and Technical Skills:</b>	1. Must maintain Psychiatric medical skills that meet the needs of our Community Health Center.					
	2. Actively engage in obtaining the knowledge and technical skills to serve special need populations (i.e. AIDS patients, Alzheimer's, etc.).					
<b>Personnel Management and Development:</b>	Participate with the BH Director in staff performance reviews, interviewing potential clinic staff and disciplinary actions when necessary.					
<b>Planning, Scheduling and Organizing:</b>	Assist in planning, scheduling and organizing clinic functions to provide uninterrupted services.					
<b>Team Work and System Contribution:</b>	Participates in the clinic, medical and BH staff team in providing service evaluations, health care plans, chart reviews, program development and assist management in maintaining its mission focus.					

**PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:**

In a typical day, this job involves the activities listed below. Indicate the frequency of performance of each activity by placing a check mark (✓) in the appropriate column.

- R = rarely (less than 0.5 hour per day)
- O = occasionally (0.5 to 2.5 hours per day)
- F = frequently (2.5 to 5.5 hours per day)
- C = continually (5.5 to 8 hours per day)
- NA = not applicable

Physical Activity	R	O	F	C	NA	Describe any job duty which requires repetition or a unique application of the activity.
Sitting				✓		
Stationary standing				✓		
Walking				✓		
Ability to be mobile				✓		
Crouching (bend at knee)			✓			
Kneeling/crawling			✓			
Stooping (bend at waist)			✓			
Twisting (knees/waist/neck)			✓			
Turning/Pivoting			✓			
Climbing		✓				
Balancing		✓				
Reaching overhead		✓				
Reaching extension		✓				
Grasping				✓		
Pinching				✓		
Pushing/Pulling:		✓				
Typical weight: Circle the appropriate weight in pounds 1-10 11-20 21-30 31-40 41-60 61-80 81-100 >100						
Maximum weight: Circle the appropriate weight in pounds 1-10 11-20 21-30 31-40 41-60 <b>61-80</b> 81-100 >100						
Lifting/Carrying:						
Typical weight: Circle the appropriate weight in pounds 1-10 11-20 21-30 31-40 41-60 61-80 <b>81-100</b> >100						
Maximum weight: Circle the appropriate weight in pounds 1-10 11-20 21-30 31-40 41-60 61-80 81-100 <b>&gt;100</b>						
Other physical activities						

<b>Sensory Activities</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>NA</b>	<b>Describe any job duty which requires repetition or a unique application of the activity.</b>
Talking in person				✓		
Talking on telephone				✓		
Hearing in person				✓		
Hearing on telephone				✓		
Vision for close work				✓		

<b>Environmental Factors</b>	<b>SPECIFY</b>
Safety requirement: -clothing -required safety equipment -activities performed	Blood borne pathogen protection, e.g. mask, face shield, gloves and gown.
Exposures: -fumes -chemicals -blood or other fluids -cold/heat -dust	Fumes – Chemical alcohol, toluene, anesthetics, nitrous oxide Chemicals - Alcohol, toluene, anesthetics, detergents Blood or other bodily fluids
Operation of equipment, vehicles or tools	Vehicle, cast saw, hyficator, drills, cryo (liquid nitrogen)
Required infection control standards	Category I
Other environmental factors	

The undersigned have read this job description and agree that it defines the position as it currently exists. The undersigned also understand that the above is intended to describe the general content of and requirements for performance of this job. It is not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor.

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date: \_\_\_\_\_