

**DUTY STATEMENT**

GS 907T (REV. 04/02)

**SHADED AREA FOR HUMAN RESOURCES ONLY****INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

**EMS**

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY <b>Emergency Medical Services Authority</b>	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED	3. CLASS TITLE <b>Physician and Surgeon</b>
4. WORKING HOURS/SCHEDULE TO BE WORKED	5. SPECIFIC LOCATION ASSIGNED TO
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) <b>312-700-7551-906</b>

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

## 8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under medical supervision of the Team Lead designated for deployment, the Physician and Surgeon/Physician is a member of an assigned California Medical Assistance Team (CAL-MAT) Unit. The Physician and Surgeon is responsible for planning, directing and performing all phases of the medical services provided and for making professional decisions regarding surgery and general medical work. They may supervise a small staff of professional and nonprofessional personnel.

9. Percentage of time performing duties      10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

35%      The Physician and Surgeon/Physician will:

- Provide clinical care during deployment.
- Set priorities for triage, resource utilization etc.
- Oversee other clinical specialists (Registered Nurse, Paramedic, Pharmacist, Respiratory Therapist, etc.)
- Provide medical direction and expertise to CAL-MAT Unit members during deployment.
- Practice current medical care management and principles of disaster medicine.

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
30%	<p>The Physician and Surgeon/Physician will (continued):</p> <ul style="list-style-type: none"> <li>• Make routine psychiatric examinations and administers psychiatric treatment.</li> <li>• Maintains and/or supervises the retention of records and case histories.</li> <li>• Examine patients and diagnose their illness, and prescribe and administer medical treatment.</li> <li>• Perform or assists in performing major and minor surgical operations and autopsies.</li> <li>• Supervise pre- and postoperative care of surgical cases; assists in the selection of patients for electric and insulin shock therapy and antiluetic treatments.</li> <li>• Order laboratory examinations and analyses, x-rays, and special diets.</li> <li>• Write prescriptions; makes rounds and reviews reports, records, and general progress of patients.</li> <li>• Attend and participates in staff conferences for the discussion of the surgical, medical, and mental condition of various patients and their final diagnoses and treatment.</li> </ul>
20%	<ul style="list-style-type: none"> <li>• Perform medical control and quality assurance of all clinical staff deployed on the CAL-MAT Unit.</li> <li>• Provide medical care and direction in prescribing universal precautions for all staff against exposure to communicable disease.</li> <li>• Receive briefings and ensures clinical staff are kept informed of medical mission objectives, status changes, tactics, supply status, etc.</li> <li>• Prepares reports and related correspondence.</li> </ul>
10%	<ul style="list-style-type: none"> <li>• Advises local public health agencies on medical issues and works effectively with technical experts, local officials, and other organizations including EMS personnel during deployments.</li> </ul>
5%	<ul style="list-style-type: none"> <li>• Perform physician functions as necessary to fulfill the Team mission, goals and objectives.</li> </ul>
<p><b>KNOWLEDGE AND ABILITIES</b></p>	
<p>Knowledge of: Methods and principles of general medicine and skill in their application; methods and principles of surgery and skill in their application; recent developments in general medicine and surgery; hospital organization and procedure; gross pathology and interpreting autopsy findings; psychiatric social work, physical therapy, and the various rehabilitation therapies; methods of diagnosing and treating elementary mental disorders; principles of effective supervision and directing the work of medical personnel.</p>	
<p>Ability to: Interpret autopsy findings; examine, diagnose, and treat physical and elementary mental disorders; interpret laboratory analyses and x-rays; direct the work of medical personnel; instruct in the principles and practices of general medicine and surgery; prepare and supervise the preparation of case histories and the keeping of hospital records; analyze situations accurately and adopt an effective course of action.</p>	
<p><b>SPECIAL REQUIREMENTS</b></p>	
<p>Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating 12 hour shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.</p>	
<p><b>Travel within and outside the State of California is required for this position.</b></p>	
<p><b>DESIRABLE QUALIFICATIONS</b></p>	
<ul style="list-style-type: none"> <li>• Knowledge of and/or experience in disaster planning and response, emergency medical services, public health administration and/or or a health/ medical background.</li> </ul>	

- Knowledge of mission, goals, objectives, and organization of emergency management and emergency response; operations and structure of government; processes, principles, and regulations applied in the administration of emergency management programs; state and federal laws, regulations, and requirements relating to local, state, and federal emergency management planning and emergency response; apply professional knowledge and ability to all situations; principles, concepts, and terminology in emergency management, emergency response and planning processes, hazard mitigation, and community preparedness; laws and regulations pertaining to state and federal financial assistance and mutual aid; current trends of emergency management, emergency response, recovery, and planning; methods of program report preparation and program reporting techniques; basic techniques of data analysis; basic computer skill. Objectives and organization of emergency management and emergency response; principles and techniques of organization, administration, and management; purposes, activities, and legislation of the Emergency Medical Services Authority.
- Ability to plan for emergencies and respond, under all conditions, appropriately to emergencies and disasters by applying emergency management principles to the specific immediate situation; apply professional knowledge and ability to all situations of coordination, planning, and mitigation of hazards, and communicate risks to specific emergency management situations; interpret emergency management-related laws and their application to program or incident situations; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships with staff, local, state, and federal officials, and representatives of other organizations; prepare complete and comprehensive reports and recommendations; communicate and write effectively; reason logically; analyze problems and situations accurately and take effective action. Work independently in identifying needs and emergency management systems deficits and developing recommendations for improvement of emergency management planning and emergency response operations; act as a lead person or as a team leader; train other staff in principles and methods; provide effective leadership.
- Must possess aptitude for and willingness to work with persons who have been injured or have become ill due to a disaster or major emergency; emotional stability; sensitivity to the needs of clients; patience; tact; alertness; and keenness of observation.
- Demonstrated ability to act independently, open-mindedness, flexibility, and tact

#### **INTERPERSONAL SKILLS**

- Work well as part of a team and independently as necessary.
- Build good working relationships with constituents, colleagues, and consultants.

#### **WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES**

- Shall be required to work in the field, with a CAL-MAT Unit or Mission Support Team, or location to provide assistance in emergency response and recovery activities.
- Ability to accept a 14 consecutive day deployment with the potential to decrease or extend (This means all personal appointments should be cleared before accepting this assignment).
- Ability to work irregular work hours (7 days a week, 12 hour shifts)
- Ability to function in austere living conditions such as base camp style (or similar) housing/lodging.
- Ability to self-sustain for first 24 to 72 hours.
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.

**PHYSICAL ABILITY:**

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations as may be encountered during deployments without compromising their health and well-being, or that of their fellow team members or patients.