

**Primary Care Mental Health Integration (PCMHI)  
PSYCHIATRIST (Physician: MD/DO)  
FUNCTIONAL STATEMENT**

**GENERAL DESCRIPTION:**

This Primary Care Mental Health Integration (PCMHI) psychiatrist position is administratively assigned to the the Mental Health Service Line. PCMHI is a component of the interdisciplinary Patient Aligned Care Team (PACT). The PCMHI psychiatrist functions as a consultant supporting Primary Care Providers (PCPs) and other PACT colleagues to address the mental health and health behavior needs of the primary care population. The PCMHI Psychiatrist provides consultative support and recommendations to PCPs regarding psychiatric medications or initiates treatment, as needed, and ensures adequate response consistent with the PACT treatment plan. Collaborative communication with PCPs and allied PACT colleagues routinely occurs regarding differential diagnosis (psychiatric and medical), medication management, brief interventions, medical management of Veterans with psychiatric disorders, and referral/liaison with specialty mental health services. The PCMHI psychiatrist utilizes a Population-Based Care and Public Health approach, recognizing the PCP as the overall leader of the treatment team and maximizing the reach of services to as many Veterans as possible.

**FUNCTIONS:**

PCMHI psychiatrists have many potential functions depending on local needs, population care priorities, PCMHI program staffing, and the identified roles of PCMHI providers with prescription privileges (PwPPs). Like other members of the team, the PCMHI psychiatrist's work differs from that of a provider working in general or specialty mental health programs. PCMHI healthcare professionals integrate their practice into the fast-paced primary care clinic, engaging in a variety of team-based activities, including huddles, case review, consultation, and education. The PCMHI psychiatrist accepts referrals from PCPs and allied PACT members and supports guideline-concordant treatment within primary care. While service delivery is primarily focused on uncomplicated mental health conditions commonly encountered in primary care, the addition of a PCMHI psychiatrist or other PwPP allows for collaborative, co-management of more complex conditions (when indicated). As such, it is critical that the PCMHI psychiatrist possesses a broad base of knowledge, skills, and abilities to address the team-based care of a wide variety of mental and behavioral presentations. Duties of the PCMHI psychiatrist include (but are not limited to) the following:

1. PCMHI Clinical Practice Management:

- Collaborates with PCPs and the interdisciplinary PACT to support high quality, effective, and coordinated service delivery at the patient and programmatic levels
- Maintains daily open access slots and encourages same day warm handoffs within PACT
- Completes most individual appointments (e.g., 75%) within 30 minutes
- Utilizes Measurement Based Care (MBC) in accordance with nationally recommended guidelines for PCMHI

- Conducts brief (e.g., 30 minutes or less), functionally-oriented, psychiatric assessments that are targeted to the main reason(s) for referral and less extensive than traditional psychiatric evaluations (consistent with [2014 VHA Memorandum](#))
- Supports Stepped-Care principles to facilitate “on-time, on target” services to Veterans, matching the intensity of services with the level of clinical need
- Refers Veterans with more severe or complex needs to the appropriate general or specialty mental health program, providing liaison services and/or time-limited care to bridge transitions, if required
- Shares on-call duties as assigned by service line leadership and maintains readiness to assist with psychiatric emergencies that may arise in the primary care setting
- Ensures quality of care by successfully completing the national VA PCMHI Competency Training Program (or approved equivalent) and associated ongoing education modules

2. Documentation:

- Writes clear, concise notes that are optimized for collaboration within PACT
- Notes document important elements for team collaboration (e.g., MBC, curbside consultation/team care discussion, liaison with specialty care providers) as appropriate
- Clinical documentation and encounter billing procedures are completed appropriately and timely (e.g., within 24 hours)
- Documentation includes completion of relevant clinical reminders, measurement based care, and medication reconciliation, as appropriate

3. Consultation and Interdisciplinary Team-Based Skills:

- Through ongoing consultation, education, and co-management, builds capacity of PACT and PCPs to effectively address mental health needs that can be managed as part of routine primary care, including emphasis on prevention, early identification, and early treatment efforts
- Provides clinical oversight and consultation as a required component of PCMHI Collaborative Care Management (CoCM), dedicating appropriate time each week (one to three hours per care manager) for case discussion, panel review/monitoring, and recommendations for collaborative management with the PCP (e.g., needed laboratory testing, medication adjustment, referral, behavioral intervention, etc.)
- Maintains readiness to assist with urgent/emergent situations that may develop within PCMHI CoCM or other PACT workflow
- Tolerates interruptions, demonstrates flexibility and adaptability, and maintains availability for ad hoc team discussion, curbside consults, or warm hand offs, as needed
- Engages in PACT huddles and meetings to cultivate optimal team functioning and serve as a subject matter expert for psychiatric considerations, biological bases of behavior, and the interplay of mental and medical conditions
- Provides chart based consultation, including E-Consults, as needed/requested

- Provides education on mental health and health behavior issues, including medication support updates, practice guidelines, effective patient communication, motivational enhancement, behavior change, etc.
  - Works collaboratively with other team members in PCMHI to ensure high quality, effective, Veteran-centered services at the patient and programmatic levels
4. Administration:
- Serves on Medical Center or Healthcare System, VISN, and/or National VA committees or task forces, as endorsed by supervisors
  - Participates in Psychiatry privileging, educational and peer review activities, in accordance with Psychiatry and medical center policies
  - Abides by applicable medical staff bylaws and participates accordingly
5. Academic/Teaching/Training:
- Participates in grand rounds and maintains continuing education
  - In academically affiliated settings, supervises psychiatric residents or other allied healthcare students in accordance with training program policies and accrediting agency requirements
  - Serves as a collaborating physician for APRNs or PAs, as needed
  - Provides staff and student didactic training and consultation as requested in content areas of scholarly and/or clinical expertise
6. Research/Program Evaluation:
- Participates in scholarly activities, including program evaluation, quality improvement, and/or officially approved research, particularly related to the optimal functioning of integrated care

**QUALIFICATIONS:**

- Full medical licensure in a US State or Territory. Board Certification or Eligibility by the American Board of Psychiatry.
- The incumbent is required to exercise judgment in the selection of or adaptation of standard and accepted psychiatric theories, techniques, and practices in treating patients or developing new techniques and programs for the treatment of specialized problems or clinical populations.
- The incumbent is guided principally by the policies, principles, professional ethics and techniques of accepted Psychiatric practice. Additional guides are available in the form of VACO directives, program guides and circulars, health care facility memoranda, bulletins, union contracts, supervisory memoranda, policy and procedure statements, position descriptions, performance standards, and JCAHO and/or CARF criteria. Incumbent is expected to independently make use of guides in a creative, flexible manner and must use sound judgment in selecting techniques or introducing new practices and methods, adapting these as necessary to fit the needs of the patient population with which he or she works.

**SUPERVISORY CONTROLS:**

This incumbent reports directly to the PCMHI Coordinator/Program Manager for day-to-day program management needs and to the Lead Psychiatrist for discipline specific areas of practice. However, as a fully qualified psychiatrist with a high level of training, the incumbent carries out duties with a high degree of independence. With difficult or complex cases, incumbent consults with the interdisciplinary team and leadership as indicated.

**CUSTOMER SERVICE REQUIREMENTS:**

Incumbent meets the needs of customers while supporting VA missions. Consistently communicates and treats customers (Veterans, their representatives, visitors, and all VA staff) in a courteous, tactful, and respectful manner. Incumbent provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the consumer constructively and appropriately.

**AGE, DEVELOPMENT, AND CULTURAL NEEDS OF PATIENTS REQUIREMENTS:**

The position requires the incumbent possess or develop an understanding of the particular needs of Veterans, including, but not limited to knowledge and sensitivities of age-specific, gender-specific, cultural beliefs and practices, war-era related, and alternative lifestyles of Veterans and their families/caregivers. Sensitivity to the special needs of patients must be consistently achieved.

**COMPUTER SECURITY REQUIREMENTS:**

- Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, Federal regulations, VA statutes and policy, and VHA policy
- Protects data from unauthorized release or loss, alteration, or unauthorized deletion
- Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc.
- Utilization of CPRS/Cerner to execute several office automation functions such as storing and retrieving electronic documents and files; activating printers; inserting and deleting text, formatting letters, reports, and memoranda; and transmitting and receiving email.
- Utilization of the Veterans Health Information and Technology Architecture (Vista) to access information in the Medical Center Computer System

**GUIDELINES:**

The incumbent uses professional knowledge, skills, and experience derived from education, previous and ongoing professional practice, VA SOP, VA Central Office Directives, NEPEC, professional literature, continuing education, and individual and group consultation.

**WORK ENVIRONMENT:**

Work performed will be within the Medical Center, however the position may have the opportunity for telework. The Medical Center environment involves everyday risks or discomforts which require normal

safety precautions and adherence to the Medical Center Infection Control SOPs, VA Medical Center directives, policy and procedures, and PCMHI SOP's.

**SAFETY/ENVIRONMENT OF CARE/INFECTION CONTROL:**

- Appropriate use of equipment, supplies
- Maintain safe, orderly work areas
- Report and complete forms for any accident to self, Veteran and vehicle
- Follows Life Safety Management (fire protection) procedures
- Reports safety hazards, accidents and injuries
- Reviews hazardous materials/Material Safety Data Sheets (MSDS)/waste management
- Follows Emergency Preparedness plan
- Follows security policies/procedures
- Complies with federal, state and local environmental and other requirements preventing pollution, minimizing waste, and conserving cultural and natural resources
- Implements and monitors infection control practices for disease prevention (i.e., hand washing, universal precautions/isolation procedures, including TB requirement/precautions)

\_\_\_\_\_  
PCMHI Coordinator/Program Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisory Psychiatrist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief, Mental Health Service Line

\_\_\_\_\_  
Date

I acknowledge receipt of the above Functional Statement:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date