

APPENDIX C

SAMPLE BOARD CHIEF CLINICAL OFFICER POSITION DESCRIPTION

Distinguishing Job Characteristics: The Board Chief Clinical Officer (CCO), or the Agency-designated CCO, is responsible for managing and overseeing clinical services funded by the Board and ensuring that clinical standards are met in the system, particularly youth with SED and adults with SMD.

Essential Duties and Responsibilities:

- Approves voluntary admissions to the state hospital
- Monitors patients committed to the Board for either outpatient or inpatient services
- Collaborates with assessment agencies and the Probate Court regarding emergency admission and involuntary civil commitment procedures

Other Board Responsibilities That Can Be Assumed By The CCO (or other clinical Board staff if the CCO position is delegated to an agency):

- Engages in system-wide consultation to develop CQI process on system improvements for youth with SED and their families
- Engages in system-wide consultation to develop CQI process on system improvements for adults with severe and persistent mental illnesses
- Assures that the treatment provided by contract agencies is appropriate
- Develops and implements psychiatric peer review, monitors inpatient utilization and patterns of use, conducts case consultation and focused reviews as needed
- Reviews provider policies, procedures, and plans and provides consultation as needed
- Monitors reportable incidents, insuring appropriate investigation of allegations of abuse and neglect, as well as identifying “negative” patterns and potential training needs
- Creates a system of interactive communication with the Board’s network of providers and public partners to focus the system on issues of collaboration, clinical protocols, quality management, new and innovative clinical approaches, culturally relevant programs, recruitment and retention, and continuing education.
- Conducts concurrent or retrospective utilization reviews promoting the utilization of the least restrictive settings for care and treatment at the appropriate level of care
- Provides or secures consultation, including to providers and on individuals as a second opinion, and offers recommendations to the hospital and/or community treatment team
- Provides direction to the education activities sponsored by the Board, including education of the general public, consumers, family members, and agency staff on mental health issues

Licensure or Certification Requirements: A Board CCO must be a licensed physician. An agency-designated CCO may be a licensed physician or licensed clinical psychologist.