Duke University  
Division of Student Affairs  
Exempt Position Description

Official Job Title: Staff Psychiatrist  
Working Title: Staff Psychiatrist  
Job Code/Level/Family: 1907/15/17  
Department: Counseling and Psychological Services (CAPS)  
Supervisor: Associate Director: Director of Clinical Services  
Position Status: Regular; Full-time; Exempt

Scope of Responsibilities: A CAPS staff psychiatrist serves as part of a collaborative, multi-disciplinary team to support and care for the mental health needs of Duke University undergraduate, graduate and professional students. Under the direction of the Associate Director: Director of Clinical Services, the Staff Psychiatrist works with a team of psychiatrists and nurse practitioners to provide psychiatric services to diverse university students. Typical duties include conducting medication evaluations, medication management, emergency assessments, ordering appropriate diagnostic tests, and a limited amount of brief psychotherapy. The Staff Psychiatrist will also participate in campus engagement activities that support the health and wellness of the Duke community.

The time allocation for specific duties is as follows:

- Demonstrates a commitment to dismantling systems of marginalization, discrimination, and oppression that contribute to resultant inequities for CAPS staff and the students they serve;  
- Commits to serving students, especially those impacted by systems of marginalization, discrimination, and oppression, in the places they live and learn by validating their lived experiences and engaging their resilience;  
- Commits to educating the campus community on the ways privilege is perpetuated and differentially impacts student mental health;  
- Provides psychiatric evaluation and medication management services;  
- Offers psychiatric crisis evaluations;  
- Provides group services as needed;  
- Provides brief psychotherapy as appropriate;  
- Administers and interprets limited assessment measures;  
- Responds to campus crises;  
- Provides consultation and emergency interventions as part of CAPS daytime response teams and after-hours on-call rotation;  
- Provides supervision to assigned trainees including goal setting, evaluations, and disciplinary action in accordance with training policy and procedures; and  
- Provides campus engagement services through liaison relationships with faculty, staff, parents, alumni, and students.

65%
General Qualifications

Work requires an MD from an accredited medical school and completion of psychiatry residency in an accredited program. Must be board certified or board-eligible in psychiatry and licensed or immediately eligible for licensure in the State of North Carolina.

**SPECIFIC SKILLS AND COMPETENCIES**

- Knowledge of current standards, principles and practices of psychiatric care.
- Knowledge of developmental and health issues of emerging adult populations.
- Knowledge of psychotropic medication indications, contraindications, dosing, and side effects.
- Knowledge of current and emerging trends in technologies, techniques, methods, issues, and approaches in psychiatry.
- Ability to work collaboratively with diverse colleagues within a multidisciplinary team, recognizing all team members are equally important in the care of students.
- Knowledge of legal and ethical standards for the delivery of psychiatric care.
- Understanding of and commitment/ability to work as an integral part of a Student Affairs community with shared goals toward enhancing student success.
- Strong organizational and interpersonal skills.

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintains complete, accurate, timely and confidential documents in electronic health record; Completes clinical documentation according to CAPS policies and procedures; May develop formal teaching relationships with academic departments; Attends CAPS staff, clinical team, and committee meetings; Attends CAPS’ sponsored professional development activities; and As budget allows, represents CAPS on the Duke campus, in the Triangle area, and nationally.</td>
<td>25%</td>
</tr>
<tr>
<td>Participates in Division of Student Affairs Committees; Performs other duties as assigned.</td>
<td>10%</td>
</tr>
</tbody>
</table>