**CRANIUM Patient-Centered Team Roles and Responsibilities**

**Psychiatrist\***

**Job Summary**

In addition to their typical responsibilities in a community mental health clinic, the psychiatrist is responsible for making sure their patients have annual cardiovascular disease (CVD) risk factor screening and treatment of any abnormalities resulting from this screening.

**Roles & Responsibilities**

1. Give patients pre-prepared lab slips that include CVD risk screening labs (HbA1c, lipids). If patient refuses, write “Refused” on the lab slip and return to CRANIUM box.
2. Direct assessment (or overseeing staff) of other CVD risk factors (smoking, BMI, blood pressure).
3. Review monthly patient registries for missing CVD risk factor screening variables or abnormalities
4. Make every effort to connect patients with primary care providers in the SFHN system.
5. When necessary, prescribe medication for CVD risk abnormalities
6. When necessary, consult with primary care eConsultant

**Quarterly**

Attend panel management meetings to focus on the panel of patients who have not obtained screening labs or have newly identified CVD risk factors. Individualized support plans will be developed for these patients.

**As Needed**

Consult with primary care eConsultant when necessary.

\*Some clinics may have a Psychiatric Nurse Practitioner providing care

**Primary Care Consultant**

**Job Summary**

The Primary Care Consultant is responsible for supporting primary care services provided by psychiatrists, psychiatric nurse practitioners & case managers.

**Roles & Responsibilities**

1. Check and return e-Consultations made within eReferral within 3 business days.
2. When necessary, consult with the community psychiatrist.

**Quarterly**

Attend panel management meetings at each participating clinic. This meeting will be focused on discussing patients with CVD risk factors and developing individualized support plans with the community mental health treatment team.

**As Needed**

1. Provide consultation to case managers and psychiatrists. These consultations focus primarily on treatment issues for CVD risk factors, but may also include other medical needs and services.
2. Work with psychiatrist and case managers to track and oversee their patient panels and clinical outcomes using the registry.
3. Suggest medication changes for patients who are not improving as expected.
4. Be available to help the psychiatrist triage where patients should go in urgent care situations.
5. Problem-solve connections to primary care.

**Case Manager**

**Job Summary**

In addition to their typical responsibilities in community mental health clinics, the case manager will review the monthly patient registry and identify patients who might benefit from peer navigator assistance. The case manager will coordinate with the peer navigator to assist patients in getting their labs completed or accompanying them to primary care appointments.

**Roles & Responsibilities**

1. Review monthly patient registries
2. Identify patients missing labs who would benefit from assistance, and refer to peer navigator.

**Quarterly**

Attend panel management meetings and help develop individualized support plans for patients who have not obtained screening labs or have newly identified CVD risk factors.

**As Needed**

Assist psychiatrist in determination of outside PCP (if unknown).

**Peer Navigator**

**Job Summary**

The peer navigator will provide navigation to laboratory facilities for patients needing this level of care. The peer navigator will also distribute the monthly registry to psychiatrists, with pre-prepared lab slips.

**Roles & Responsibilities**

1. Review patient registry for each psychiatrist (provided by study team) and prepare lab slips for those missing labs
2. For each psychiatrist, create and distribute an individual folder monthly that include
   1. Personalized patient registry (given by study team)
   2. Pre-prepared lab slips, attaching directions to nearest LabCorp facility
3. Check-in with case managers to find out if any patients need assistance for lab work or other related medical appointments.
4. File lab slips for patients who refuse.
5. Attend team meetings at participating clinics
   1. Identify any potential clients for assists using names listed on the Patient Registries
   2. Record any new assists or requests

**Quarterly**

Attend panel management meetings and offer navigation support for patients missing labs.

**As Needed**

Accompany patient to lab facility or primary care appointments as necessary.