

Functional Statement for Supervisory Psychologist, Health Support Services Psychology Section, GS 14

I. GRADE DETERMINING ELEMENTS

Essential Administrative (Supervisory) Responsibilities (35% of time).

1. Has direct administrative and professional supervision of:
 - 6 Psychologists
 - 1 Neuropsychological Technician
 - 1 Program Support Assistant
 - 1-2 Psychology interns at any given time; 4 -6 over a one year span
 - 1 Psychology doctoral practicum student
2. One psychologist supervised by the incumbent is the director of the Interdisciplinary Brain Injury team. The incumbent wrote the proposal to obtain facility funding for that team through the Resource Management Board, took the lead in generating the program concepts, and supervises the team director in the operations of the team.

Another psychologist supervised by the incumbent is in a psychosocial rehabilitation program newly funded by Office of Mental Health Services, VA Central Office. The incumbent co-wrote the proposal for that program with the Chief, Mental Health and Behavioral Sciences Service, took the lead in generating the program concepts and will supervise the staff in developing them.

The psychologists supervised by the incumbent in Health Support Services Psychology Section provide health psychology and behavioral medicine services to theXXX Health Care System including Neuropsychology, Geropsychology, Inpatient and Outpatient Rehabilitation Psychology, Polytrauma Rehabilitation and Chronic Pain.

3. Has line and staff authority for resource allocations within Health Psychology Section.
4. Ensures efficient operation of Health Psychology Section.
5. Responsibilities include supervision of staff, professional management, and administrative responsibilities that are complex in scope and that constitute a significant portion of the medical center. Specifically, the incumbent has the supervisory responsibilities noted above, manages the budget for Health Support Services Psychology Section, represents Psychology on the Medical Staff Board, represents Psychology on the Clinical Executive Board, represents Psychology on the Executive Council of the Patient Focused Care Service, interacts with HR in all matters of Psychology Section hiring and disciplinary action, and otherwise has primary responsibility for all aspects of administration both within Health Support Services Psychology Section and in the relationship of the Section to the XXX Health Care System/XXX VAMC.

6. In that capacity, decisions are made exercising wide latitude and independent judgment. The incumbent reports to the XXX Health Care System Associate Medical Center Director for Patient Care/Nursing Services but largely operates on a day-to-day basis in an independent manner, with full responsibility to keep the supervisor apprised of activities and any issues in need of close collaboration.

Fully meets the KSAs for the GS 13 level and demonstrates the following professional KSAs: Please see Curriculum Vitae for Education, Licensure, Experience

1. Ability to effectively supervise and manage subordinate employees.
2. Skill in assessing qualifications and abilities of current and prospective employees.
3. Ability to develop productivity standards appropriate to each service provided and each venue.
4. Skill in interpersonal relationships, including conflict resolution.
5. Ability to deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.
6. Skill in working collaboratively with other disciplines and supervisors.

II. ENRICHING ELEMENTS

Other Administrative (Supervisory) Responsibilities (10% of time).

1. Co-director of Polytrauma Network Site, VISN X. Responsible for interdisciplinary polytrauma program development including care model, clinic set-up, policies, coordination of care across VISN, collaboration with Polytrauma Centers, VISN X polytrauma education, liaison with DOD representatives, data collection and report to National Polytrauma Rehabilitation System of Care VACO.
2. Director, Interdisciplinary Pain Team, ensures efficient operation of the team.
3. Represents Psychology on Outpatient Rehabilitation CARF Steering Committee.
4. Consults with and serves as a resource for other professional staff concerning the need for the development of behavioral medicine/health psychology services.
5. Serves as VISN X Point of Contact for VHA National Strategic Committee on the VHA National Pain Initiative.

Clinical Responsibilities (30% of time).

1. Provides psychological services to chronic pain team including assessment, consultation, individual, couples, and group psychotherapy.
2. Provides psychological services to Spinal Cord Dysfunction Team including assessment, consultation, individual and couples psychotherapy.
3. Provides psychodiagnostic services including assessment for medical services.

Academic/Teaching/Training: (10% of time)

1. Is involved in Psychology Training Program and Training Committee.
2. Provides leadership guidance and consultation to staffs of units to which assigned.
3. Serves as a consultant to other medical center staff and trainees and assists in their formulation of the psychological characteristics and appropriate treatment expectations regarding their patients.

Research/Program Evaluation (10% time)

1. Oversees the establishment of program monitors and outcome measurements within programs using data-driven quality assurance processes.
2. Is responsible for timely completion of all program evaluations and documents required by the Medical Center or healthcare system, VISN, and VACO, ensuring compliance with appropriate accrediting bodies (such as JCAHO and CARF) and monitoring entities, as appropriate.
3. Member of VHA National XXX Research Committee: OEF/OIF XXX Research Workgroup, and XXX Workgroup.
4. Member VHA National XXX Outcomes Committee with participation in VHA XXX Outcomes Toolkit, National Strategic Committee Consensus Statement on XXXXXX, and National XXX Clinical Reminders.
5. Consults with others to offer research guidance and to stimulate new research directions.
6. Participates with colleagues on research programs designed to provide information regarding relevant treatment approaches.
7. Presents outcome data and research results at VA and regional or national scientific or professional meetings and publishes in national scientific journals.
8. Prepares RFP's and grant proposals as needed. The incumbent works collaboratively with the Chief, Mental Health and Behavioral Sciences Services to coordinate Medical Center efforts on responses to RFPs from the Office of Mental Health Services, VA Central Office. Recently awarded funding for CWT Polytrauma RFP.

Other Significant Responsibilities (5% time).

1. Has contact on a regular and recurring basis with individuals representing widely divergent backgrounds, interests, and points of view.
2. Serves on decision-making committees of the XXX VAMC/ XXX Health Care System.
3. Represents the Medical Center or healthcare system at professional/program community group/events and committees, in conferences/meetings with higher-ranking managers, supervisors, and staff from other disciplines or work units, and/or with representatives of local public interest groups, Department of Defense, congressional district offices, and employees of State and local governments.