

# Functional Statement Template for Staff Psychologist GS 11-13

**General Instructions** Functional Statements are intended to be straight-forward, concise descriptions of duties, accomplishments, and distinctions. The document should be sufficiently detailed to provide needed information for a Psychology Professional Standards Board, but can reference a curriculum vita (which must be attached in any case) to provide additional details.

## I. GRADE DETERMINING ELEMENTS

### 1. Qualifications

1. Doctoral degree in psychology from APA Accredited Graduate Program in an area of training consistent with the assignment for which the applicant is to be employed
2. Internship in professional psychology accredited by the American Psychological Association
3. Professional Psychology Licensure: States, License Numbers, dates of original licensure.

A psychologist must hold a full, current and unrestricted license to practice psychology at the doctoral level in a State, Territory, Commonwealth of the US, or the District of Columbia. The secretary may waive the requirement of licensure for a period not to exceed two years from the date of employment on the condition that such a psychologist provide care only under the supervision of a psychologist who is so licensed.

4. For GS 11, no experience is needed beyond the basic requirements. For GS 12, at least one year of professional experience is required that is equivalent to the next lower grade level. For GS 13, there must be two or more years of clinical experience comparable to what one would get in a VA setting, either by post-doctoral employment or two years of employment as a psychologist. A psychologist must be licensed at the GS 13 level.

### 2. KSAs

**a. At the GS 11 level, no further requirements apply.**

**b. At the GS 12 level, the following KSAs are required:**

- Knowledge of, and ability to apply, a wide range of professional psychological theories and assessment methods to a variety of patient populations.
- Ability to develop coherent treatment strategies.
- Ability to incorporate new clinical procedures.

**c. At the GS 13 level, the following KSAs are required:**

- Knowledge of, and ability to apply, advanced professional psychological theories and techniques to the full range of patient populations.
- Ability to provide professional advice and consultation in areas related to professional psychology and behavioral health.
- Knowledge of clinical research literature.
- For supervisory assignments:

- Ability to provide supervision in areas related to behavioral health and social services provision in order to accomplish the organizational goals and objectives.
- Ability to provide fair, principled and decisive leadership for a work environment that promotes shared accountability.

### **3. Clinical Responsibilities (% of time)**

#### **a. At the GS 11 level, the following clinical activities are expected in the assignment:**

- Ability to diagnose mental disorders, conduct psychological and/or neuropsychological assessments
- Ability to treat mental disorders through a variety of modalities, and provide adjunctive interventions for treatment of medical disorders
- Practice is under the close supervision of a licensed psychologist.

#### **b. At the GS 12 level, the following clinical activities are expected in the assignment:**

- Provides a full range of psycho-diagnostic services including assessment and using the most appropriate psychotherapeutic techniques in providing quality care.
- Performs evaluations for (enter specific patient population).
- Provides a full range of therapeutic interventions including: (List setting and interventions provided).
- If unlicensed, the individual must be supervised by a licensed psychologist and the experience and supervision must meet the standards for psychology licensure.

#### **c. At the GS 13 level, the following clinical activities are expected in the assignment for Staff Psychologists:**

- Provides a full range of psycho-diagnostic services including assessment and using the most appropriate psychotherapeutic techniques in providing quality care.
- Performs evaluations for (enter specific patient population).
- Provides a full range of therapeutic interventions including: (List setting and interventions provided).
- Consults with medical center staff on a wide variety of patient care issues.
- Staff psychologists may be involved in program evaluation and/or research activities.

#### **d. At the GS 13 level, the following activities are expected in the assignment for Supervisory Psychologists.**

- Provides collateral supervisory duties primarily for non-professional staff, although a small number of professional staff may be supervised as well (i.e., less than three).
- May be assigned to any program area and may be involved in program evaluation and/or research activities.
- Independently provides psychological services at all levels of complexity and consults with peers and supervisors as appropriate.

## **II. ENRICHING ELEMENTS**

*The following sections are enriching elements and not all may apply to you. List all of those relevant to your current position.*

### **Academic/Teaching/Training: (% of time)**

1. Holds faculty appointment at affiliated university. (Specify)
2. Provides clinical supervision to various disciplines and levels of training. (Specify)
3. Involved in Psychology Training Program and Training Committee.
4. Provides leadership guidance and consultation to staffs of units to which assigned.
5. Is involved in the training of medical students, medical and psychiatric residents, nursing students, fellows and other graduate or post-graduate trainees, as appropriate. (Specify)
6. Serves as a consultant to other medical center staff and trainees and assist in their formulation of the psychological characteristics and appropriate treatment expectations regarding their patients. (Specify)

### **Research/Program Evaluation (x% time)**

1. Oversees the establishment of program monitors and outcome measurements within programs assigned using a data-driven quality assurance processes. (Specify)
2. Is responsible for timely completion of all clinical charting and documentation required by the Medical Center or healthcare system, as appropriate.
3. If applicable, plans and oversees the completion of personal research programs, designed to provide information regarding program planning and relevant treatment approaches. (Specify)
4. Presents outcome data and research results at VA and regional or national scientific or professional meetings. (Specify)
5. Assists in preparation of RFP's and grant proposals, as assigned. (Specify)

### **Other Significant Responsibilities (x% time)**

1. Serves on Medical Center or Healthcare System, VISN, and/or National VA committees or task forces. (Specify)
2. Represents psychology on decision-making committees at the Medical Center or Healthcare System. (Specify)
3. Actively participates in leadership roles on local, state and national professional organizations. (Specify)
4. Represents the Medical Center or Healthcare System at professional/program community group/events and committees. (Specify)