

Functional Statement Template for Psychology Program Manager GS 14

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

+ Program Management Responsibilities: X% time (Essential program management responsibilities. Each one alone is grade determining.)

1. Has broad program management responsibilities, which include the operation and management of key clinical, training, or administrative programs. Responsibilities include development and implementation of programs, policies, and procedures; oversight of administrative and programmatic resources; and monitoring of outcomes using a data-driven quality assurance process of a program that delivers specialized, complex, highly professional services that are important program components of the Medical Center and significantly affect the health care provided to veterans.
2. Psychologist program managers that serve as psychology executives (managers/leaders) have full responsibility for oversight of the professional practice of psychology, including ensuring that all psychologists in the facility and its affiliated clinics meet the requirements of this qualification standard.

+ must be at least 25% to be grade determining

Must fully meet the KSAs for the GS 13 level (see GS 13 Functional Statement). In addition, must demonstrate the following professional KSAs and demonstrate the potential to acquire the assignment specific KSAs designated by an asterisk (*):

1. Ability to organize work, set priorities, delegate tasks, and meet multiple deadlines.
2. * Skill in managing and directing the work of others to accomplish program goals and objectives, and ability to devise ways to adapt work operations to new and changing programs, staffing, and budget requirements, etc.
3. * Ability to translate management goals and objectives into well-coordinated and controlled work operations.
4. * Ability to establish and monitor production and performance priorities and standards.
5. Knowledge of, and ability to appropriately utilize, evidence based practices and clinical practice guidelines and ability to guide staff in using these tools.
6. Ability to deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.
7. Ability to analyze organizational and operational problems and to develop and implement solutions that result in sound operation of the program.

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.

Clinical Responsibilities: X% time

1. Provide a full range of psychological services (*specify*), including assessment and using the most appropriate psychotherapeutic techniques in providing quality care.
2. Has direct responsibility for all aspects of psychological services in the program, including those conducted by trainees and staff.
3. Consults with and serves as a resource for other professional personnel concerning the need for and development of psychological services.

Academic/Teaching/Training: X% time (Possible activities which may include, but not limited to):

1. Hold faculty appointment at affiliated university (*specify*).
2. Provide clinical consultation to various disciplines and levels of training (*specify*).
3. Involved in the Psychology Training Program and Training Committee.
4. Involved in the training of medical students, medical and psychiatric residents, nursing students and fellows, as appropriate.
5. Provide leadership, guidance, and consultation on staff education and development.
6. Orients, teaches and 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 (*specify*).

Research/Program Evaluation: X% time

1. Responsible for timely completion of all program evaluations and documents required by the Medical Center, VISN and VACO, ensuring compliance with appropriate accrediting bodies such as JCAHO.
2. Consults with others to offer guidance and stimulation in research directions for the program.
3. Plans and oversees the completion of research programs, designed to provide information regarding program planning and relevant treatment approaches.
4. Presents outcome data/research results at VA and national scientific meetings.

Other Significant Responsibilities: X% time

1. Has contacts on a regular and recurring basis with individuals representing widely divergent backgrounds, interests, and points of view.
2. Serve on Medical Center, VISN and National VA committees.
3. Represent the Medical Center at professional 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, congressional district offices and employees of State and local governments.
4. Actively participate in leadership roles on local, state and national professional organizations (*specify*).