

Functional Statement for Senior Psychologist Program Manager GS-15

Name Removed

I. GRADE DETERMINING ELEMENTS

+ Essential Program Management Responsibilities: 60% time (Each one alone is grade determining)

1. As the Co-Manager of the Behavioral Careline at the Name Removed VA Medical Center, has very broad responsibility for multiple. The Behavioral Careline delivers a wide range of specialized professional services that significantly impact the health care provided to veterans. These programs consist of a 16-bed acute inpatient psychiatry program, a large Outpatient Mental Health Clinic, a PTSD Clinical Team, a Chemical Dependency Clinic, a Community Day Program, a Mental Health Intensive Case Management Program, a Vocational Rehabilitation Services Program (including the VISN Number Deleted Supported Employment for Seriously Mentally Ill implementation center), a Health Care for Homeless Veterans Program, and the VISN Number Deleted Polytrauma Network Center. The components that are managed are of considerable scope, size, and complexity and consist of more than 90 FTEE, with more than 80 who are professional staff. Professional staff under direct supervision includes psychiatrists, psychologists, social workers, nurses, addiction therapists, vocational rehabilitation counselors, health system specialists, and patient services assistants. Program management responsibilities include the development of short and long range goals and plans, development and implementation of policies and procedures to ensure goal attainment, management of administrative and programmatic resources (including budget and line authority within the Careline), and outcomes monitoring using data-driven quality assurance processes. Very wide latitude and independent judgment are exercised in making decisions affecting staff and other resources associated with the managed programs.
2. Serves as the Chief Operating Officer (COO) of the Center for Name Removed. The Center consists of 18+ FTEEs comprised of physician researchers, psychology researchers, nursing researchers, research coordinators, and research assistants. As COO, has direct supervisory authority over all Center support and logistic personnel. Program management responsibilities include the development of short and long range goals and plans, development and implementation of policies and procedures to ensure goal attainment, management of administrative and programmatic resources (including budget an authority within the Center), and outcomes monitoring using data-driven quality assurance processes.

+ must be at least 25% to be grade determining

Must fully meet the KSAs for the GS-14 level (see GS-14 Functional Statement). In addition, must demonstrate the following professional KSAs:

1. Skill in managing and directing the work of large, complex organizational units and in applying effective management practices.
2. Ability to balance responsibilities in a complex environment and to work with great autonomy; ability to set priorities and delegate tasks, meet multiple deadlines,

- analyze complex organizational problems; and ability to develop and implement effective solutions for those problems.
3. Skill in persuasion, negotiation, and motivation to negotiate multiple program policies.
 4. Skill in interpersonal relationships in dealing with employees and other managers using advanced consultation and problem solving skills.
 5. Ability to assess need for basic and complex services across multiple programmatic patient care venues.
 6. Ability to coordinate the efforts of multiple program elements across a complex system.
 7. Skill in the application and analysis of measurement tools to systems issues.

II. ENRICHING ELEMENTS

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

Clinical Responsibilities: 5% time

1. Provides a full range of psychological services, including assessment and uses 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: 5% time:

1. Holds faculty appointments as Clinical Associate Professor, Departments of Psychiatry and Urology, **Name Removed** Medical University and Adjunct Associate Professor, Department of Psychology, **Name Removed** University.
2. Provides clinical consultation to various disciplines and levels of training (e.g., psychiatrists, nurses, social workers, residents, medical students, psychology interns, etc.)
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. Provides 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.

Research/Program Evaluation: 15% 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, CARF, AAHRPP.
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: 15% time

1. Serves as Chair, Institutional Review Board at the **Name Removed** VA Medical Center.
2. Has contact on a regular and recurring basis with individuals representing widely divergent backgrounds, interests, and points of view.
3. Serves on multiple Medical Center, VISN and National VA committees (e.g., **Name Removed** VAMC IRB, **Name Removed** VAMC Resource Board, **Name Removed** VAMC Local Leadership Council, **Name Removed** VAMC Behavioral Emergency Leadership Team, VISN **Number Removed** Behavioral Careline Leadership Group, VISN **Number Removed** Research Advisory Committee, and VHA Telemental Health Field Advisory Workgroup.
4. Represents 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.