

# Functional Statement Template for Senior Psychologist Program Manager GS 15

**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

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

1. Has very broad responsibility for multiple programs, or for a large service component, that deliver specialized professional services that significantly impact the health care provided to veterans. The components that are managed are of considerable scope, size, and complexity, and consist of a total of at least 10 or more professional staff. 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, 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. Psychologist program managers that serve as psychology executives (or equivalent discipline leaders) have full responsibility for the oversight of the professional practice of psychology in a large health care system (medical center and affiliated clinics) with 10 or more psychologists. Responsibilities include ensuring that all psychologists in the facility and its affiliated clinics meet the requirements described in the Psychology Qualification Standard and that they provide the highest quality of psychological care to veterans served.

+ **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 and demonstrate the potential to acquire the assignment specific KSAs designated by an asterisk (\*):**

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: 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 contact 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).