

## **Functional Statement Template for Supervisory Psychologist 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**

**+ Essential Administrative (Supervisory) Responsibilities (% of time).**

**This section is grade determining.**

1. Has direct or indirect (through subordinate supervision) administrative and professional supervision of subordinates. (Please list number and categories of subordinates).
2. Has line and staff authority for resource allocations within the area of responsibility.
3. Ensures efficient operation of the organizational unit.
4. 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.
5. Decisions are made exercising wide latitude and independent judgment.

**+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 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**

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

### **Other Administrative (Supervisory) Responsibilities (% of time).**

1. Has broad responsibility for a mental health or mental health specialty service or group within a small to moderate VAMC.
2. Responsibilities may span Primary Care, Mental Health, Specialty Care, Extended Care and Rehabilitative Services.
3. Has full responsibility for the professional practice of psychology, including services conducted by trainees, consultants and para-professional staff, and ensuring that all psychologists in the facility and its affiliated clinics meet the requirements.
4. Is responsible for professional supervision only for an additional \_\_\_ Psychologists administratively assigned elsewhere (e.g. GRECC, Poly Trauma, Research Service, VET Center).
5. Consults with and serves as a resource for other professional staff concerning the need for the development of mental health services.

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

1. Provides a full range of psycho-diagnostic services including assessment and using the most appropriate psychotherapeutic techniques in providing quality care.
2. Performs --- evaluations for \_\_\_
3. Provides a full range of therapeutic interventions including:

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

1. Holds faculty appointment at affiliated university.
2. Provides clinical supervision to various disciplines and levels of training.
3. Is 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.
6. 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 (x% time)**

1. Oversee 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 monitoring entities (such as NEPEC), as appropriate.
3. Consults with others to offer research guidance and to stimulate new research directions.

4. If applicable, plans and oversees the completion of personal research programs, designed to provide information regarding program planning and relevant treatment approaches.
5. Presents outcome data and research results at VA and regional or national scientific or professional meetings.
6. Prepares RFP's and grant proposals as needed.

**Other Significant Responsibilities (x% time). *May include but are not limited to:***

1. Has contact on a regular and recurring basis with individuals representing widely divergent backgrounds, interests, and points of view.
2. Serves on Medical Center or healthcare system, VISN, and/or National VA committees or task forces.
3. Serves on decision-making committees at the Medical Center or Healthcare System.
4. Actively participates in leadership roles within, state and national professional organizations.
5. 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, congressional district offices, and employees of State and local governments.