

# JOB DESCRIPTION

Name:

**JOB TITLE: Neuropsychologist**

**Sponsoring Physician:**

**DEPARTMENT: Psychiatry**

**DATE CREATED/REVISED: May 2013**



## POSITION SUMMARY:

*In the box below, type a brief description of the overall function of the position by answering the following questions. What is the objective of the job? How will the objective be accomplished? What results/accomplishments are expected from this position? This should be no longer than three or four sentences.*

The basic function of a clinical Neuropsychologist is to provide clinical neuropsychological services to children and families. This expertise is applied to children and families through clinical evaluation, management, and intervention services. The services involve specialized expertise in individual testing as well as specialized expertise in the measurement of cognitive, behavioral, social, and emotional factors. The Neuropsychologist possesses advanced knowledge and experience with patient populations that include infants, children, and adolescents with developmental disorders affecting behavior and cognition, genetic syndromes affecting development, and all types of acquired conditions that affect brain function. The Neuropsychologist provides support to department and organization objectives by providing unique expertise and clinical service that is exclusive to the discipline of Neuropsychology. Further, the Neuropsychologist provides support to the physicians and clinics within CMC by providing clinical care and intervention of CMC patients. Specialized training and expertise, outstanding critical thinking skills, ability to communicate effectively, and ability to collaborate with other disciplines are all essential to the provision of quality neuropsychological services.

## JOB PROFILE:

### DO NOT EDIT

*The following describes the basic position duties that an employee MUST be able to perform for this role. This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below DOES NOT identify all duties performed by any single person in the position.*

Requires depth within a specialized, critical discipline and/or breadth of substantive professional knowledge that crosses disciplines within the professional field

Interprets internal/external business challenges and recommends best practices to improve products, processes or services

May lead functional teams or projects with moderate resource requirements, risk, and /or complexity

Leads others to solve complex problems; uses sophisticated analytical thought to exercise judgment and identify innovative solutions

Impacts the achievement of customer, operational, project or service objectives; work is guided by functional policies

Works independently, with guidance in only the most complex situations

Communicates difficult concepts and negotiates with others to adopt a different point of view

## JOB SPECIFIC RESPONSIBILITIES:

*PLEASE LIST BY ORDER OF IMPORTANCE*

Providing Neuropsychological evaluation for patients and their families. This includes comprehensive neuropsychological evaluations, scoring of data, writing reports, providing feedback to patients and families, attending meetings at the children's school if appropriate.

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| Providing consultations for patients, families, and physicians. Will review the results of a child's neuropsychological evaluation thoroughly and provide additional strategies and suggestions for interventions. Will also consult with potential patients and their families to determine if neuropsychological services are appropriate. Also, this includes attending CARE conferences and/or consulting directly with other providers, when indicated. |
| Supervision of postdoctoral students and interns for the purpose of meeting their training requirements and fulfilling ethical standards of supervision of unlicensed trainees.  |
| Attends regularly scheduled research meetings to report on progress of various projects. Other activities include reviews of relevant literature, brainstorming project ideas, data collection, IRB paperwork, writing abstracts, articles & book chapters, creating posters/presentations for research meetings/conferences, attending conferences/research meetings, and grant writing.  |
| Attends various classes, workshops, and presentations in order to keep licensure current and to maintain the requisite amount of continuing education credits.   |
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**PATIENT CONTACT:**

*Click on the cell below to see a drop down menu of options of Patient Contact.*

Direct - Indicates that the person in the position directly provides care, treatment or services to the patient. Ex: Nurses, Physical/Occupational Therapists, RCPs.

**EXPERIENCE:**

*Please indicate the type of experience required/preferred for the position*

**Required or Preferred:**

|   |            |
|---|------------|
| One to two years of post doctorate experience   | required.  |
| Two to three years of post doctorate experience | preferred. |

**EDUCATION:**

**Minimum Formal Education:**

*Click on the cell below to see a drop down menu of options for education.*

**Required or Preferred:**

|  |           |
|--|-----------|
| Graduate or professional work or advanced degree; or equivalent experience | required. |
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**Specific Knowledge, Skills and Abilities:**

*Please list the specific skills and abilities that an incumbent must possess to perform the position properly.*

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| Maintain effectiveness when experiencing major changes in work responsibilities or environment; adjust effectively to work within new work structures, processes, requirements, or cultures.   |
| Use appropriate interpersonal styles to establish effective relationships with customers and internal partners; interact with others in a way that promotes openness and trust and gives them confidence in one's intentions.  |
| Meet patient and patient family needs; take responsibility for a patient's safety, satisfaction, and clinical outcomes; use appropriate interpersonal techniques to resolve difficult patient situations and regain patient confidence.  |
| Ensure that the customer perspective is a driving force behind business decisions and activities; craft and implement service practices that meet customers' and own organization's needs.   |
| Develop and use collaborative relationships to facilitate the accomplishment of work goals.  |
| Identify and understand issues, problems, and opportunities; compare data from different sources to draw conclusions; use effective approaches for choosing a course of action or developing appropriate solutions; take action that is consistent with available facts, constraints, and probable consequences. |
| Take prompt action to accomplish objectives; take action to achieve goals beyond what is required; be proactive.   |
| Deal effectively with others in an antagonistic situation; use appropriate interpersonal styles and methods to reduce tension or conflict between two or more people.  |
| Effectively manage one's time and resources to ensure that work is completed efficiently.  |
| Accomplish tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.  |
| Set high standards of performance for self and others; assume responsibility and accountability for successfully completing assignments or tasks; self impose standards of excellence rather than having standards imposed.  |
| Assimilate and apply new job-related information in a timely manner.   |
| Clearly convey information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.   |

## LICENSES and CERTIFICATIONS:

Please identify whether certification must be held upon hire or obtained within a designated period.

**Required or Preferred:**

|  |           |
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| License to practice Psychology in the State of Texas   | required. |
| Initial Pediatric Prevention and Management of Aggressive Behaviors (PPMAB) training must be completed within 60 days of hire and renewed annually | required. |
| Basic Life Support-Health Care Provider Course (BLS) Certification must be completed within 60 days of hire and renewed every two years            | required. |
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## PHYSICAL DEMANDS:

Click on the cell below to see a drop down menu of options for Physical Strength Demands.

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| Light - Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly and may require walking or standing to a significant degree. |
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| Job Demands   | Frequency                            | Brief Description of Job Demands |
|---|--------------------------------------|----------------------------------|
| <i>For each item, click on the relative Frequency cell to indicate the frequency of each physical demand.</i> |                                      |                                  |
| Bending   | Rarely - Less than 1 hour/week       |                                  |
| Carrying  | Rarely - Less than 1 hour/week       |                                  |
| Climbing  | Never - Never occurs                 |                                  |
| Crouching   | Rarely - Less than 1 hour/week       |                                  |
| Fine Dexterity (skill/adroitness with hands; ex typing, administering shots, etc.)                            | Constantly - 2/3 or more of the time |                                  |
| Foot Control (manipulation of pedals, controls, equipment, etc. with feet)                                    | Never - Never occurs                 |                                  |
| Handling  | Rarely - Less than 1 hour/week       |                                  |
| Hearing (ability to interpret and differentiate between sound, etc.)  | Constantly - 2/3 or more of the time |                                  |
| Kneeling  | Rarely - Less than 1 hour/week       |                                  |
| Lifting/Exerting  | Rarely - Less than 1 hour/week       |                                  |
| Pushing/Pulling   | Rarely - Less than 1 hour/week       |                                  |
| Reaching  | Occasionally-Up to 1/3 of time       |                                  |
| Sitting   | Constantly - 2/3 or more of the time |                                  |
| Standing  | Occasionally-Up to 1/3 of time       |                                  |
| Talking (ability to speak coherently and be understood by others)   | Constantly - 2/3 or more of the time |                                  |
| Twisting  | Rarely - Less than 1 hour/week       |                                  |
| Vision (ability to differentiate between color, to determine distance, depth perception, etc.)                | Constantly - 2/3 or more of the time |                                  |
| Walking/Moving (from one location to another to perform work)   | Occasionally-Up to 1/3 of time       |                                  |

## NON - PHYSICAL DEMANDS:

| Job Demands   | Frequency                            | Brief Description of Non - Physical Job Demands |
|---|--------------------------------------|---|
| <i>For each item, click on the relative Frequency cell to indicate the frequency of each non - physical demand.</i>   |                                      |   |
| Stress Demands - Person in the position is responsible for maintaining stable performance under pressure or opposition, and handling stress in a manner that is acceptable to others and to the organization. | Constantly - 2/3 or more of the time |   |

|   |                                      |  |
|---|--------------------------------------|--|
| Time Pressures – Person in the position is responsible for producing work/outcomes relatively quickly; within a specified timeframe.  | Constantly - 2/3 or more of the time |  |
| Frequent Change of Tasks – Person in the position is responsible for reprioritizing workload based on the needs of the organization.  | Constantly - 2/3 or more of the time |  |
| Performing multiple tasks simultaneously - Person in the position is responsible for working on a variety of different tasks simultaneously, while maintaining the quality of the work. | Constantly - 2/3 or more of the time |  |
| Tedious or exacting work – Person in the position is responsible for producing work that is routine and/or repetitious in nature.   | Rarely - Less than 1 hour/week       |  |
| Noisy/Distracting Environment – Person in the position will be subject to noise and distraction throughout the workday.   | Rarely - Less than 1 hour/week       |  |
| Emergency Situations – Person in the position will be subject to assisting and interacting with people in emergency, stressful, and/or life-threatening situations.                     | Occasionally-Up to 1/3 of time       |  |
| Variable Schedule/Overtime – Person in the position is required to work evenings and/or weekends, or is required to work overtime.  | Occasionally-Up to 1/3 of time       | May be required to work extended hours based on business needs |
| Other (please describe)   |                                      |  |

### ENVIRONMENTAL CONDITIONS:

Click on the cell below each heading to see a drop down menu of options of Environmental Factors.

| Environmental / Health and Safety Concerns  | Frequency                            | Brief Description of Working Conditions |
|---|--------------------------------------|---|
| Working conditions are relatively free from unpleasant environmental conditions.            | Constantly - 2/3 or more of the time |   |
| Extreme temperature (heat, cold, extreme temperature changes).                              | Never - Never occurs                 |   |
| Wetness and/or humidity (bodily discomfort from moisture).                                  | Never - Never occurs                 |   |
| Respiratory Hazards (fumes, gases, chemicals, radiation, dust/mites and dirt).              | Never - Never occurs                 |   |
| Noise and Vibration (where earplugs would be recommended).                                  | Never - Never occurs                 |   |
| Physical Hazards (high voltage, dangerous machinery, extreme heights, aggressive patients). | Occasionally-Up to 1/3 of time       |   |
| Working conditions are relatively free from hazards.  | Constantly - 2/3 or more of the time |   |
| Exposure to Radiation   | Never - Never occurs                 |   |
| Exposure to blood and body fluids   | Never - Never occurs                 |   |
| Mechanical Hazards  | Never - Never occurs                 |   |
| Toxic/Chemical Hazards  | Never - Never occurs                 |   |
| Fire Hazards  | Never - Never occurs                 |   |
| Communicable Diseases   | Never - Never occurs                 |   |
| Other   |                                      |   |

### Primary Work Location

Click on the cell below to see a drop down menu of options for Primary Work Location.

|                                   | Frequency                            | Brief Description of Working Location |
|-----------------------------------|--------------------------------------|---------------------------------------|
| Patient Care Area                 | Constantly - 2/3 or more of the time |                                       |
| Office Environment                | Frequently - 1/3 - 2/3 of the time   |                                       |
| Warehouse, Dock or Receiving Area | Never - Never occurs                 |                                       |
| Physical Plant                    | Never - Never occurs                 |                                       |
| Other Location (please describe)  |                                      |                                       |

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. This position description is subject to modification.

**SIGNATURE AND APPROVAL:**

I have reviewed this job description, I understand it, and I find it to be an accurate representation of the demands of the position.

**Employee:**

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|--------------|------|-----------|
| Printed Name | Date | Signature |
|--------------|------|-----------|

**Sponsoring Physician**

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|              |      |           |
|--------------|------|-----------|
| Printed Name | Date | Signature |
|--------------|------|-----------|