

COVER NOTE

The attached Functional Statement was for a psychologist working at the GS-13 level, and resulted in a board recommendation for the GS-14 level. It is not clear if it would also have been appropriate for the GS-15 level, due to the requirement of a year in the next lower grade.

FUNCTIONAL STATEMENT FOR SIGMUND FREUD CURRENT POSITIONS:

ADVANCED SUPERVISORY PSYCHOLOGIST POSITION DESCRIPTION GS-180-14

This Draft Functional Statement includes (a) a general description of the duties and responsibilities of this position, and (b) a “Program Description Attachment,” which more specifically describes how these duties and responsibilities relate to the specific program(s) being supervised in this position.

I. Principal Duties and Responsibilities

A. Program Management (50%)

The Advanced Supervisory Psychologist has direct line authority over and is fully accountable for all aspects of the clinical care and support services provided to veterans undergoing treatment in the designated program(s). The incumbent develops and implements policies relating to all phases of care in coordination with various clinical, allied health and administrative services within the medical center. The incumbent is directly responsible for the planning, development, implementation, monitoring, evaluating and controlling of all program operations. The incumbent is responsible directly, or in coordination with appropriate discipline Chairs, for hiring, supervision and deployment of the staff assigned to programs under his/her control.

The incumbent is directly responsible for the success of all direct patient care programs and support activities operated within the overall program. The incumbent monitors accomplishment of established program goals and objectives, periodically evaluates and when necessary and modifies such goals and objectives.

The incumbent develops and reports to the Chief of Psychiatry and Mental Health the budget requirements of the program(s). Past experience, anticipated workload, and the production capability of the unit serves as budget and staff level indicators. The incumbent must be especially cost-conscious, and find means to reduce or contain operating costs without impairing overall operational effectiveness. Using innovative work methods, continuous improvements, sampling techniques and automation, the incumbent is the accountable officer for developing and preparing budget estimates covering requirements for procurement of supplies, equipment, and personal services.

The incumbent is a professional leader of a broad based interdisciplinary health care team, and manager of a complex health care organization, and so must possess broad based clinical, administrative and supervisory knowledge, skills, and abilities. The incumbent operates as an experienced professional with full responsibility for the technical accuracy of patient evaluations and the soundness of treatment plans. As such, the incumbent:

1. Determines program goals, working independently and with top management in the development of plans for the attainment of these goals.

2. Identifies program resource requirements, ensures appropriate acquisition and allocation of essential resources, and account for the effective utilization of all available resources in support of program activities.
3. Identifies and effects changes in the organizational structure of the program(s), as may prove essential to ensuring conformance with anticipated changes in the treatment needs of the patient population.
4. Considers from an informed perspective, a broad spectrum of factors when making programmatic decisions (or recommendations to top management). These factors including public relations, Congressional relations, labor-management relations, public policy positions, potential effects on other VA or non-VA organizations/activities, economic impact and other similar considerations.
5. Ensures effective integration of program efforts/activities with other medical center operations, community based agencies and activities.
6. Assesses potential impact of substantive development in intra/extra mural VA and non-VA programs and activities on program operations.
7. Establishes, comprehends and effectively communicates program emphasis, operating policy and overall treatment philosophy to other operational entities.
8. Effectively manages general personnel policies and established practices regarding program operations, as they relate to key employees and management actions.
9. Delegates appropriate authority to subordinate leaders and coordinators. Assures responsibility for overall performance of their work units. Actively encourages development of leadership and management skills among those who prove interested and capable.
10. Ensures compliance with local and system wide program policy manuals and directives.

The incumbent must have complete knowledge of the following:

1. An administrative knowledge of the program's and Medical Center's and VA organization including rules, regulations and policies regarding patient eligibility, screening, treatment, care, and discharge procedures, providing a continuity of services to veterans, as well as all related matters (e.g., human resources, fire and safety, environmental controls, infection control, hazardous materials, and so on).
2. Have a working knowledge of and management of potentially serious behavior issues, such as suicide or assault.
3. Knowledge of proper identification of employees, visitors and patients.

4. Knowledge of Quality Improvement process including indicators.
5. Knowledge of VISTA, CPRS and program-specific processes, files and reports.

B. Staff Supervision (10%)

The incumbent is directly responsible for the ongoing supervision of a wide variety of health care professionals assigned to the program(s) as described more fully in the attachment.

In fulfillment of assigned supervisory responsibilities, the incumbent:

1. Plans work to be accomplished, sets priorities and establishes schedules or accomplishments of work assigned.
2. Bases work assignments on program priorities by giving selective consideration to the nature of the work and the capabilities of the staff.
3. Interviews and selects candidates for staff positions (in coordination with appropriate Discipline Chair, where appropriate), and makes recommendations for appointment, promotion and reassignment.
4. Provides evaluation to program personnel via either (a) direct evaluation or (b) evaluation of leaders who directly evaluate subordinates, or (c) in the case of professionals evaluated through a Discipline Chair process, provides formal input into the evaluation. Evaluation is consistent with the requirements of Title 5, Hybrid Title 38, and Title 38, and specifically described further in the Attachment.
5. Assesses the quality and quantity of work accomplished by each staff member.
6. Develops performance standards, or in the case of some professional level team members participates in the development thereof.
7. Hears and resolves staff concerns and complaints. As appropriate, refers group grievances and unresolved serious complaints to top management and/or appropriate labor, EEO or other functions.
8. Effects, as needed, disciplinary actions and recommends action in more serious cases.
9. Identifies developmental and training needs of staff members. Ensures appropriate access to necessary training and development opportunities.
10. Recommends selection/appointment of subordinate leaders and coordinators.
11. Assigns work to subordinate supervisors/leaders/coordinators. Reviews/evaluates performance and makes decisions on problems presented by subordinates.

C. **Clinical Leadership (10%)**

Through the effective application of personal knowledge, skills and abilities acquired through formal education and broad-based work experience, the incumbent provides direction, advice, counsel and instruction in the provision of program services; in addition:

1. Advises the Chief of Psychiatry and Mental Health in the development of plans for the ongoing provision of services provided in the program(s), and as may be appropriate throughout the Medical Center.
2. Actively participates, as needed, in the provision of clinical care services within the incumbent's credentials, privileges, and/or scope of practice.
3. Provides intervention and counseling to individual patients as needed in the course of resolving administrative matters within the program(s).
4. As needed, with the assistance of other involved leaders, resolves work related interdisciplinary treatment concerns and problems of a complex clinical nature.
5. Participates in Clinical Leadership of the Medical Center and Department of Psychiatry and Mental Health by regular participation in appropriate leadership meetings, committees, and related assignments. Where appropriate, provides the same level of participation in higher level groups such as the VISN and/or VACO. For example, serves as a member of VISN Mental Health Executive Committee, VIENNA Mental Health Leadership Committee, Mental Health Executive Committee, and Mental Health Quality Management Committee, among others. Also charters appropriate committees, task forces, and other work groups as appropriate to carry out needed work of the program(s).

D. **Program Development (10%)**

The incumbent provides top management, subordinates, supervisors/team leaders/program coordinators and other personnel with the sound and authoritative advice, guidance and direction regarding current and future year therapeutic programming, program structure, resources, necessary to the efficient and effective satisfaction of current and projected demands for service. Such responsibilities require that the incumbent:

1. Maintain awareness of local and system-wide trends in patient care demand, health care technology, and the ever growing body of knowledge drawn from the published results of clinical research.
2. Identify necessary changes in therapeutic program mix and the potential impact of such changes on program staffing patterns.
3. Ensure close collaboration with other Medical Center work groups/programs that may affect or be affected by program development activities.

4. Identify current and projected resource requirements, prepares and justifies requests for essential additional resources.
5. Ensure appropriate staff participation in professional training essential to the maintenance and expansion of clinical expertise necessary to the development of new therapeutic programs.
6. Maintain appropriately effective lines of communication with other Mental Health and Medical Center leadership, top management, Headquarters program officials and leaders of other VA and non-VA programs of a similar nature, regarding program development issues.
7. Develop long and short term program goals and objectives.
8. Serve on or provide programmatic input to local, district and/or regional planning boards, as appropriate.

E. **Education and Research (5%)**

The Advanced Supervisory Psychologist serves as a recognized authority in the provision of program-related care services including;

1. Develops and facilitates management of in-service training and career development programs for program staff members, in coordination with similarly targeted efforts conducted by Medical Center wide programs, and professional discipline Chairs.
2. Provides consultation and training to newly appointed program leaders on a system-wide basis.
3. As needed, provides education and training to other Medical Center work units and staff which would benefit from education about program operations.
4. May serve as faculty at local or system-wide education and training conferences.
5. Where appropriate, may serve as principal investigator or co-investigator in program-based research projects.

F. **Program Evaluation (5%)**

The incumbent evaluates and reports to the top management, program progress and accomplishments in established goals and objectives including:

1. Participates fully in development and management of appropriate Process Improvement (PI) programs in accordance with published standards and criteria utilized by the relevant accrediting agencies.

2. Ensures effective program participation in Medical Center quality assurance and efficiency programs.
3. Initiates actions essential to the elimination of program deficiencies identified during evaluative processes.

G. Management Support Activities (10%)

As may be necessary to the successful performance of assigned duties and responsibilities the incumbent:

1. Serves as high level liaison with:
 - a. local, state and national officials
 - b. community based special interest groups
 - c. community based agencies and other health care providers
 - d. representatives of affiliate institutions of higher learning (e.g., professional schools of medicine, nursing, psychology, social work, etc.)
2. Prepares for the Medical Center Director's signature after appropriate intermediate review, Congressional and other controlled correspondence including responses to IG, GAO, CBO, and other recommendations relevant to the program(s).
3. Represents the Medical Center and program(s) at appropriate local, regional or national meetings and educational conferences.
4. As appropriate when called upon by requests from the media, participates in preparation for and conduct of media-related events/interviews. The incumbent may also be asked to provide expert advice, consultation and testimony to local, state and federal officials as requested.
5. Serves, as required, on any of several medical center, district, regional, and national task groups and committees.

II. Supervisory Controls over the Position

The Advanced Supervisory Psychologist position is organizationally subordinate as described in the Attachment, and operates with broad delegation of authority allowing independence of action in overall program management. Based upon personal knowledge, skills and abilities, the incumbent plans and directs all aspects of care within the program(s), and accepts full accountability for timely and successful accomplishment of program goals and objectives. The incumbent is given the broadest possible degree of freedom in initiating actions to ensure appropriate and necessary integration of program-related care with other local, district, regional and nation-wide programs. The incumbent ensures effective/efficient program operations, and interprets and applies program guides and directives to local day to day operations, and acts independently in the resolution of extraordinary issues and problems.

III. Guidelines

Available guidelines consist of general policies, procedures, regulations, and basic legislation pertaining to the position's area of responsibility. The employee must use initiative and resourcefulness in formulating new approaches or deviating from conventional methods and applications. When existing guidelines are no longer efficient or effective, the incumbent may modify or propose new methods or approaches more specific guidelines such as implementing regulations or methods for the measurement and improvement of the effectiveness and productivity in the administration of operating programs. The incumbent represents the agency in developing, interpreting and applying policies and procedures and is consulted by colleagues on issues relating to the application of guidelines in the assigned area.

IV. Complexity

The work requires many varied and unrelated processes associated with planning, managing and evaluating program, project, or study activities. The understanding of complex public health issues and methods is necessary to provide effective advice and assistance on medical programs and projects. Assignments are complicated by such factors as the specific characteristics of contracts, or cooperative agreements used, and/or by the internal operations of the organizations where Federally funded projects or programs have been initiated. The work requires variations in approach in conducting project evaluations and the provision of advice and guidance in an area or field subject to continuing developments. Subjects and projects assigned usually consist of issues, problems, or concepts that are not always susceptible to direct observation and analysis. Difficulty is encountered in measuring effectiveness and productivity due to variations in the nature of the administrative processes studies. Characteristic of this position is originality in refining existing work methods and techniques for application to the analysis of specific issues or resolution of problems.

V. Scope and Effect

The primary purpose of the work is to perform difficult and complex oversight, improvement, development, and advisory/assistance functions that require coordination between Federal and non-Federal organizations or programs and often involve controversial, unconventional or novel issues. Assignments typically require modifications of standard practices, adaptations or extensions of precedent decisions and development of new approaches, methods, or techniques for specific application. The work affects the degree to which agency objectives are met and also enhance the direction, scope, and quality of health services provided to a variety of entities. The work contributes to the improvement of productivity, effectiveness, and efficiency in program operations and/or administrative support activities at different echelons and/or locations within the organization. Work may affect the nature of administrative work done in components or other agencies.

VI. Personal Contacts

Personal contacts are with professional peers, other professionals within the agency, and health officials of the Federal, state, and local public, private, and public/private health organizations. The

positions may negotiate and participate in cooperative studies with various Federal agencies, States, and health related organizations.

VII. Purpose of Contacts

The purpose of contacts is to provide technical assistance and consultation, evaluate program activity, and to assess the relative value of programs based on established criteria, goals and objectives in support of agency and center missions. The incumbent must use influence and motivation techniques to advise on appropriate methods and approaches for improving physical and mental health care and to interpret, apply and recommend improvements to policies and review methods.

VIII. Physical Demands

Typically the employee sits comfortably to do the work, and/or walks or drives among settings on the VIENNA or other VIENNA campuses; however, there may be some additional walking, standing, bending, carrying of light items, such as, papers and books.

IX. Work Environment

The work is usually performed in an office environment, meeting rooms, or similar settings. Travel involves the normal risks and discomforts of automobile, bus, rail, or air transportation.

X. Other Significant Factors

An exceptionally high degree of complex professional, administrative, and leadership skill is inherent in the position. Because of the visibility of many of the programs and their impact on the public, the incumbent must be responsive to requests for speeches, workshops, media coverage, and professional presentations, and carry out these duties in a manner, which reflects well upon the Healthcare System and the Department of Veterans Affairs.

The Supervisory Clinical Psychologist advises leadership regarding relevant practice issues, and is responsible for long term planning to ensure that adequate resources, both human and financial, are available to provide quality patient care and presents the results of this planning to Management on a regular basis.

Customer Service: Meets the needs of customers while supporting VA missions. Consistently communicates and treats customers (veterans, their representatives, visitors, and all VA staff) in a courteous, tactful, and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the customer constructively and appropriately.

ADP Security: Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to

computerized files, release of access codes, etc., as set out in the computer access agreement that the employee signs.

Demonstrated Knowledge, Skills, and Abilities (KSA's)

The KSA's in VA Handbook 5005, Part II, Appendix G18, as listed below, are fully met or exceeded for both GS-14 Supervisory Psychologist and for GS-14 Program Manager, as more fully described in the previous Functional Statement, and following attached two addenda covering specific positions in which the incumbent functions.

As a Program Manager:

- (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.

As a Supervisory Psychologist:

- (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.

FUNCTIONAL STATEMENT ATTACHMENT: Assistant Chief of Mental Health, Vienna Outpatient Programs

Addendum to Functional Description for:
Advanced Supervisory Psychologist

The incumbent of this position is a clinical, professional staff member assigned to lead all of the outpatient mental health programs located on the West Vienna campus of the VA Greater Vienna Healthcare System, as described in the attached summary of programs and current staffing. These programs treat patients who range in age from young adults to geriatric patients with a full range of diagnoses, from homelessness and substance addiction to chronic mental illness, post traumatic stress disorder, and a full range of individual and co-occurring mental and physical disorders.

Supervisory Control of the Position:

The incumbent works with minimal supervision, and is programmatically responsible to the Chief, Department of Psychiatry and Mental Health.

Specific Position Responsibilities:

The West Vienna Outpatient Mental Health Programs comprise the largest and most complex and specialized collection of mental health programs of any single Medical Center in the VA. With historic roots stretching back more than a century, the number of veterans seeking mental health care on the West Vienna campus is extraordinary by any measure.

The position requires the incumbent to be knowledgeable in a wide range of conditions including but not limited to addictive disorders, a wide range of mental health issues, homelessness, gerontology, chronic mental illness, and co-occurring disorders.

The incumbent must also be knowledgeable and experienced in the following range of areas:

- Relevant regulatory preparation and compliance (JCAHO CARF SOARS IG)
- Coordination among multiple VIENNA MH and medical programs and remote sites, for which VIENNA OP is the main and largest and most specialized option for care for over 20,000 MH outpatients in the VIENNA system.
- Coordination of care among dozens of VA Partner Programs, some of which are located on the VIENNA campus, while others range across the entire VIENNA catchment area.
- Tele-mental health support across the VIENNA system
- Assisting and coordinating among professional training programs in psychiatry, psychology, social work, nursing, medicine, and others
- Ability to work effectively with difficult, potentially dangerous patients, both in a clinical and leadership role.
- Knowledge of interdisciplinary team work to serve as an effective member of an interdisciplinary treatment team.

- Knowledge and effective use of systems thinking approaches to maximize performance and efficiency of programs within the larger VIENNA structure.
- Data -- Efficient collection, development, and interpretation of key data to evaluate program effectiveness, efficiency, performance measures, and other fiscal and administrative functions.
- Knowledge of the most current and evolving VACO and community standards in clinical and administrative areas, such as principles of Advance Clinic Access, key elements of the President's New Freedom Commission, and similar national initiatives.

The incumbent also helps facilitate operations within an unusually large physical plant of the West Vienna campus, presently inhabiting parts or all of very large buildings, such as 206, 258, 257, 256, 208, and some parts of the main hospital (building 500). Coordination of the many aspects of this large physical plant among these programs includes a number of issues of maintenance of older buildings and spaces; space utilization during contraction, reorganization, and expansion; environment of care and safety; and appropriate equipment acquisition and maintenance.

SUMMARY OF PROGRAM(S) AND STAFF UNDER DIRECTION OF INCUMBENT

The incumbent directs a sizable program operation involving the work efforts of the following professional and technical staff. Those indicated as Direct* Evaluation receive their annual performance review from the incumbent, while all others' evaluations are completed via professional discipline lines, with essential formal input about performance in the program provided by the incumbent.

UNIT SECTION	FTEE	POSITION TITLE	Direct* Evaluation
Totals	71.50		18
Day Treatment	1.00	clerk	
Day Treatment	1.00	Clinical Psychologist	1
Day Treatment	1.00	RN	
Day Treatment	1.00	Social Worker	
VIENNA DAY TREATMENT PROGRAM	4.00		
Day Hospital	1.00	Clinical Psychologist	1
Day Hospital	0.30	MedPsychiatrist	
Day Hospital	1.00	Social Worker	
VIENNA Day Hospital Program	2.30		
Dual Diagnosis Outpatient	1.00	Clerk	
Dual Diagnosis Outpatient	1.00	Clinical Psychologist	1
Dual Diagnosis Outpatient	0.20	MD	
Dual Diagnosis Outpatient	0.20	MD	
Dual Diagnosis Outpatient	0.20	MD	
Dual Diagnosis Outpatient	0.50	Ph.D.	1
Dual Diagnosis Outpatient	1.00	PNA	
Dual Diagnosis Outpatient	1.00	RN	
Dual Diagnosis Outpatient	1.00	RN	
Dual Diagnosis Outpatient	1.00	RN	
Dual Diagnosis Outpatient	1.00	RN	
Dual Diagnosis OPT Program	8.10		
Forensic	1.00	Clinical Psychologist	1
Geropsychiatry	1.00	Clinical Psychologist	1
Geropsychiatry	0.25	Physician	
Geropsychiatry	1.00	Physician	
Geropsychiatry	0.25	Physician	
Geropsychiatry	1.00	Physician	
Geropsychiatry	1.00	Physician	
Geropsychiatry	1.00	PNA	

Geropsychiatry	1.00	RN	
Geropsychiatry	1.00	RN	
Geropsychiatry	1.00	Social Science Technician	
Geropsychiatry	1.00	Social Worker	
Geropsychiatry Program	9.50		
Health Psychology	1.00	Clinical Psychologist	1
Health Psychology	0.60	Clinical Psychologist	1
Health Psychology	1.00	Clinical Psychologist	1
Health Psychology	1.00	Clinical Psychologist	1
Health Psychology	0.55	Clinical Psychologist	1
Health Psychology	0.50	Clinical Psychologist	
Mental Health Clinic	0.50	Clinical Psychologist	1
Mental Health Clinic	1.00	Clinical Psychologist	1
Mental Health Clinic	1.00	Clinical Psychologist	1
Mental Health Clinic	0.50	Physician	
Mental Health Clinic	1.00	CLN NRS SPEC	
Mental Health Clinic	0.63	Physician	
Mental Health Clinic			
Mental Health Clinic	0.50	Physician	
Mental Health Clinic	1.00	Physician	
Mental Health Clinic	1.00	Physician	
Mental Health Clinic	1.00	Physician	
Mental Health Clinic	0.60	Physician	
Mental Health Clinic	1.00	RN	
Mental Health Clinic	1.00	RN	
Mental Health Clinic	1.00	RN	
Mental Health Clinic	1.00	RN	
Mental Health Clinic	1.00	RN	
Mental Health Clinic	1.00	Social Science Technician	
Mental Health Clinic	1.00	Social Science Technician	
Mental Health Clinic	1.00	Social Science Technician	
Mental Health Clinic	1.00	Social Science Technician	
Mental Health Clinic	1.00	Social Science Technician	
Mental Health Clinic	1.00	Social Science Technician	
Mental Health Clinic	1.00	Social Worker	
Mental Health Clinic	1.00	Social Worker	
Mental Health Clinic	1.00	Social Worker	
Mental Health Clinic	1.00	Social Worker	
Mental Health Clinic	1.00	Social Worker	
WEST VIENNA MHC PROGRAM	24.73		

MHICM	1.00	MSW	
MHICM	1.00	Program Secretary	
MHICM	1.00	RN	
MHICM Program	6.00		
PTSD	0.88	Addicton Therapist	
PTSD	0.15	Clinical Psychologist	1
PTSD	0.85	Clinical Psychologist	1
PTSD	1.00	Clinical Psychologist	1
PTSD	0.30	NP	
PTSD	0.10	Physician	
PTSD	0.90	Physician	
PTSD	0.05	Physician	
PTSD	1.00	Program Clerk	
PTSD	1.00	Program Clerk	
PTSD	1.00	Psychologist	1
		Social Science Technician	
PTSD	1.00	Social Worker	
PTSD	1.00	Social Worker	
PTSD	1.00	Social Worker	
VIENNA PTSD PROGRAM	11.23		

**FUNCTIONAL STATEMENT ATTACHMENT:
Lead Psychologist, West Vienna Campus**

**Addendum to Functional Description for:
Advanced Supervisory Psychologist**

The incumbent of this position is a clinical, professional staff member assigned by the Chair of the Psychology Service as the Lead Psychologist for all psychologists assigned to the West Vienna campus of the VA Greater Vienna Healthcare System, as described in the attached summary of programs and current staffing. As reflected in the attachment, psychologists in these programs treat patients who range in age from young adults to geriatric patients with a full range of diagnoses, from homelessness and substance addiction to chronic mental illness, post traumatic stress disorder, and a full range of individual and co-occurring mental and physical disorders.

Supervisory Control of the Position:

The incumbent works with minimal supervision, and is responsible to the Chair of Psychology.

Specific Position Responsibilities:

The position requires the incumbent to be knowledgeable in a wide range of conditions including but not limited to addictive disorders, a wide range of mental health issues, homelessness, gerontology, chronic mental illness, and co-occurring disorders.

The incumbent has responsibility for

A. Responsibility for Directing and Administering the Provision of Psychological Services

1. Directs the delivery of a complex variety of clinical and counseling services, which includes but is not limited to:
 - a) Psychological evaluation including neuropsychological assessments and the assessment of psychological factors in medical disorders,
 - b) The full range of psychotherapeutic approaches, including individuals, couples, groups and families.
 - c) Development of treatment plans,
 - d) Development and evaluation of new clinical programs,
 - e) Conduct of psychological research,
 - f) Consultation with professional staff within mental health and with other clinical services of the Healthcare System.
2. Serves as a consultant to leadership to assess the need for psychological services and the resources required to meet those needs.
3. Participates in decisions concerning resource allocation of psychological assets.
4. Is responsible for establishing policies, standards, procedures and practices regarding the practice of Psychology.

5. Collaborates with leadership on coverage of clinical duties during a psychologist's absence or leave.

B. Responsibility for the Professional Community of Psychology

1. Assures that all professional activities of the discipline are carried out in accordance with the highest ethical standards of the profession and are in compliance with all VA rules and regulations related to the profession, and with state or national professional organization guidelines and regulations.
2. Is responsible for directing the scope of practice for Psychologists, assures the ongoing evaluation of clinical competency of Psychologists, Psychology Technicians, Psychology Interns, and Psychology Post-Doctoral Fellows. Completes the evaluation component of yearly competency assessments, performance appraisals and other personnel activities for all individuals under their supervision.
3. Provides advice, counsel, or instruction to psychologists on professional matters.
4. Participates in planning and scheduling of work and assignments of the psychologists.
5. Develops and recommends performance standards for psychologists
6. Provides performance evaluations of psychologists on the VIENNA campus, with appropriate input from programmatic and other relevant leaders, under supervision of the Chair of Psychology.
7. Assesses practice trends, disseminates information on best practices, and recommends establishing new clinical care programs as needed.
8. Recruits for potential psychologist candidates for hire. Reviews the credentials of such candidates for employment during the recruitment and selection process in collaboration with appropriate program leadership and relevant others; ensures compliance with VHA qualification standards, and makes recommendations and decisions for Psychologists to be hired. The Supervisory Clinical Psychologist reviews all position descriptions for Psychologists, Psychology Technicians, and any others who may be asked to perform duties of a psychological nature in order to assure that qualifications and privileging criteria are met and to provide consistency across the facility.
9. Participates in the selection process, making recommendations for existing and new appointments and promotions.
10. Assists the Chair of Psychology with direction the process of peer review through the Psychology Professional Standards Board or Council in order to assure appropriate credentialing and privileging of qualified psychologists for the Healthcare System, and appointment of members of the Psychology Professional Standards Board or Council.
11. Participates in identification of developmental and training needs of the psychology staff, recommending needed development and training.
12. Assists the Chair of Psychology in representing the Psychology Professional Community in the development of policies and procedures for clinical practice.
13. Oversees and facilitates the psychological testing program at the VIENNA campus, and facilitates the purchase, maintenance, and control of psychological tests and supplies; electronic and other test access and usage; and maintenance, retention, appropriate disposition, and confidential security of psychological test records and data in accord with ethical, legal, and VA standards, rules, and regulations.
14. Consistent with the scholar-practitioner model, the Supervisory Clinical Psychologist promotes and encourages the conduct of research and practice.

15. Participates as appropriate in review of psychological research protocols.
16. Initiates or collaborates with leadership in recommendation of performance and special contribution awards, and in implementation of sanctions for poor performance or misconduct.

C. Responsibility for Training

1. Assists the Chair of Psychology and relevant Training Director at VIENNA campus in directing the Psychology affiliated training programs, including where relevant the APA approved internship program, post-doctoral fellowship program, graduate practicum training programs, and undergraduate training programs.
2. Also is responsible for facilitating continuing education in Psychology and works with relevant services, program leadership, and psychology staff in the identification of continuing education needs specific to the discipline.
3. Collaborates with leadership of mental health, programs, and other disciplines in providing training resources to their affiliated training programs (psychiatric and medical students and residents, and other allied health professionals).

D. Responsibility for Clinical Duties within his/her Areas of Expertise

1. As a senior clinician, the Supervisory Clinical Psychologist functions as an expert provider of the full range of clinical psychological services, within his or her areas of expertise.
2. On the basis of assessment and evaluation data, the incumbent conceptualizes, develops and implements treatment plans for patients. Incumbent utilizes the latest psychological technologies for individual and group interventions in so doing.
3. Provides direct consultation and support services to other medical services.

E. Responsibility as Psychology Representative to Facility Management

1. Serves on relevant mental and physical healthcare leadership teams, and may function as a liaison to other clinical management teams and the Healthcare System leadership.
2. Serves on appropriate Healthcare System and VISN committees and boards. May also serve on national committees and task forces of both VA and professional organizations.
3. With approval of leadership, may act as a representative of Psychology and the Healthcare System to other VA Healthcare Systems, universities, local, state and national professional organizations, state licensing boards, VA Central Office, the VISN, VSOs, community mental health organizations, and other organizations."
4. Ensures compliance with the regulatory standards (e.g. JCAHO and CARF) for delivery of psychological services and represents Psychology with these bodies.

SUMMARY OF PROGRAM(S) AND STAFF UNDER DIRECTION OF INCUMBENT

The incumbent directs a large number of professional psychologists on the West Vienna campus, involving the work efforts of the following professional staff. Those indicated as Direct* Evaluation receive their annual performance review from the incumbent, while all others' evaluations are done via Psychology professional discipline line, supervised by the incumbent.

UNIT SECTION	POSITION TITLE	Direct* Evaluati on
Totals		25
Addiction Treatment Center	Clinical Psychologist	1
Community Care	Clinical Psychologist	1
Day Hospital	Clinical Psychologist	1
Day Treatment	Clinical Psychologist	1
Domicilliary	Clinical Psychologist	1
Domicilliary	Clinical Psychologist	1
Domicilliary	Clinical Psychologist	1
Dual Diagnosis Outpatient	Clinical Psychologist	1
Dual Diagnosis Outpatient	Clinical Psychologist	1
Forensic	Clinical Psychologist	1
Geropsychiatry	Clinical Psychologist	1
Health Psychology	Clinical Psychologist	1
Health Psychology	Clinical Psychologist	1
Health Psychology	Clinical Psychologist	1
Health Psychology	Clinical Psychologist	1
Mental Health Clinic	Clinical Psychologist	1
Mental Health Clinic	Clinical Psychologist	1
Mental Health Clinic	Clinical Psychologist	1
Mental Health Clinic - CMI CBT	Clinical Psychologist	1
MHICM	Clinical Psychologist	1
Neuropsychological Assessment	Clinical Psychologist	1
PTSD	Clinical Psychologist	1
PTSD	Clinical Psychologist	1
Recovery Treatment Center	Clinical Psychologist	1
Women's Clinic	Clinical Psychologist	1
Addiction Treatment Center	Psychology Technician	
Addiction Treatment Center	Psychology Technician	