

Functional Statement
Senior Psychologist Program Manager and Senior Supervisory Psychologist (GS-15-6)

General Description

Scope and complexity of position. The Senior Psychologist Program Manager and Senior Supervisory Psychologist at XXXX holds the following positions: (1) Director, PTSD Patient Care Line, (2) Director, Psychology Service, (3) Director, Advanced Psychology Postdoctoral Fellowship Program funded by the XXXX, and (4) Professor (academic faculty) in the University of XXXX, School of Medicine. This psychologist has very broad administrative responsibilities for multiple clinical programs, as well as for a large professional psychology service, that delivers specialized services significantly impacting the health care of veterans. Program components falling under this psychologist's purview are of considerable scope, complexity, and size. The Senior Psychologist Program Manager and Senior Supervisory Psychologist is required to exercise a high level of organizational skill, independent judgment, problem-solving ability, content expertise in PTSD and the profession of psychology, and ability to communicate effectively with high-ranking officials.

The psychologist assuming these responsibilities is expected to be a content expert in PTSD and behavioral health who is visible at facility, VISN, and national levels. As such, he serves on committees and develops educational work products that guide practice patterns at all three levels of influence. He represents the facility as a spokesman concerning the status of care of veterans with PTSD through frequent communications with the media, political figures, and prominent officials within the facility, VISN, State of XXXX, and VACO. This psychologist is a resource for leadership at the facility and Network and consults on issues pertinent to PTSD, program development, and behavioral health.

Director, PTSD Patient Care Line. The PTSD Care Line consists of a 12-bed XXXX PTSD Unit (discharging 250 patients annually) and two outpatient PTSD Clinical Teams (seeing 4,330 unique patients for 36,569 visits in FY05). (See attached organizational diagram for Mental Health Service.) Each of the two PTSD Clinical Teams is equipped with a specialized women's trauma treatment subprogram. Additionally, the PTSD Care Line details psychologists and psychiatrists to the primary care-based Deployment Health Clinic at both divisions, and these resources are managed and coordinated by the Director, PTSD Patient Care Line. The programs of the PTSD Patient Care Line have an annual operating budget of XXXX million and are staffed by 36 FTEE, representing a full range of mental health professionals. The clinical programs comprising the PTSD Patient Care Line, in aggregate, see more unique veterans with PTSD than **any other facility within VHA**, which speaks to the scope and complexity of its operation.

As the PTSD Patient Care Line Director, this Senior Psychologist Program Manager has administrative and broad management responsibilities for the clinical programs and research activities of the PTSD Patient Care Line across the XXXX. He/she provides leadership in the design, development, implementation, and oversight of clinical and research programs within the PTSD Patient Care Line, while four Team Leaders who are supervised by the PTSD Patient Care Line Director manage most day-to-day operations of the clinical programs. In addition to oversight of these programs, the PTSD Patient Care Line Director is primarily responsible for liaison and coordination of program operations and personnel with affiliated programs also serving PTSD patients. These affiliated programs include the VAPSHCS Addictions Treatment Center, primary care-based Deployment Health Clinics at the XXXX and YYY divisions of ZZZ, the Poly-trauma Center, local Vet Centers, and PTSD providers of the State Department of Veterans Affairs.

Director, Psychology Service. As Director, Psychology Service, this Senior Supervisory Psychologist is administratively responsible for the professional practice of psychology at the XXXX and YYY divisions of ZZZ. (A Deputy Director for Psychology Service assists in carrying out Psychology Service functions at the YYY division of ZZZ.) These responsibilities include ensuring that all psychologists at the facility meet requirements detailed in the Psychology Qualification Standards and that they provide evidence-based psychological services of the highest quality. The Director, Psychology Service oversees professional practice functions for a service consisting of 39 staff psychologists, 10 psychology interns, and 3-4 postdoctoral fellows (2-3 MIRECC, 1 clinical fellow). These psychologists (and trainees) are dispersed across multidisciplinary teams within the Mental Health Service, General Internal Medicine Clinic, Rehabilitation Medicine Service, Spinal Cord Injury program, Bone Marrow Transplant Unit, and Chronic Pain Clinic.

Director, Advanced Psychology Postdoctoral Fellowship Program. This psychologist functions as Director, XXXX Advanced Psychology Postdoctoral Fellowship Program. The 2-3 postdoctoral fellows enrolled in this

program spend 75% of their time in research and 25% in direct patient care. As Director of the fellowship program, the psychologist obtains funding that supports the fellowship program (grant preparation) and leads the selection, supervision, mentorship, and evaluation of fellows. He also attends national [XXX] fellowship annual meetings and regular conference calls for fellowship directors. Finally, he supervises training of an additional clinical postdoctoral fellow assigned to the PTSD Patient Care Line.

Professor, University of [XXX], School of Medicine. The psychologist in this position is also responsible for fulfilling obligations associated with the rank of Professor in the Department of Psychiatry and Behavioral Sciences, University of [XXX], School of Medicine (regular academic faculty). These obligations include attainment of competitive research funding, publication of research findings, supervision of junior faculty members and fellows as the senior research psychologist in Psychology Service, regular teaching, and membership on committees at the University of [XXX], School of Medicine.

Knowledge, skills, and abilities required. Duties performed by this psychologist require skill in directing and effectively managing the work of large, complex organizational units. The psychologist must balance responsibilities in a complex environment and use a high level of autonomy to organize work, set priorities and program goals, delegate tasks, meet multiple deadlines, and meet facility performance objectives. Skills are required in analyzing—and finding solutions to—organizational and systems problems across different program components of the PTSD Patient Care Line spread across two divisions of the medical center. These skills include assessing the need for services across multiple patient care programs and coordinating these services with other medical and mental health systems within the facility and the community. The ability to adapt to a changing work environment with fluid program demands, staffing patterns, and patient characteristics is required. The psychologist must be highly proficient in relating to superiors, peers, and subordinates in order to and negotiate and implement program policies and find solutions to personnel and organizational challenges.

Managerial and Supervisory Responsibilities: (50% time)

Director, PTSD Patient Care Line

1. Acquires and manages personnel and material resources for clinical programs (e.g., writes grants to obtain competitive VACO funding for personnel and equipment supporting specialized PTSD programs [see page 4 of vita for a listing of program development grants]).
2. Provides leadership that defines the structure, objectives, and service delivery model of the clinical programs of the PTSD Care Line. This function includes identifying short- and long-range program goals and negotiating resources necessary to meet these goals.
3. Plans work to be accomplished by PTSD Patient Care Line staff and Team Leaders (writes performance standards, sets and adjusts work priorities, and prepares schedules for completion of work).
4. Initiates and maintains liaisons with other health care programs in order to effectively coordinate services, including programs within the facility [e.g., Polytrauma Center, primary care clinic, addictions treatment center], Vet Centers, and [XXX] State Department of Veterans Affairs.
5. Assumes primary responsibility for hiring new (non-physician) staff into positions allocated to the PTSD Patient Care Line clinical programs (e.g., prepares position announcements, KSAs, performance standards, and functional statements; interviews candidates and makes hiring decisions) and participates in selection of physician staff recruited for PTSD Patient Care Line programs.
6. Determines of materials/supplies, equipment, and facilities required for operation of the PTSD Patient Care Line clinical and research programs (negotiates suitable space for patients and staff, evaluates resources required to operate PTSD Patient Care Line functions, and authorizes expenditures of funds to purchase necessary items).
7. Determines performance standards and evaluates work performance as the primary, first line supervisor for 6 psychologists and signs as the approving official on performance appraisals for 16 multi-disciplinary team members within the PTSD Patient Care Line.
8. Provides supervision, consultation, and decision-making authority on complex clinical cases requiring expertise in medico-legal policies and handling of dangerous patients and patients requiring administrative discharge.
9. Prepares annual reports summarizing the workload, staffing resources, and budget in compliance with NEPEC national program monitoring reporting requirements for PTSD programs.
10. Conducts ongoing program evaluation and data-driven quality improvement projects that monitor the effectiveness of programs of the PTSD Patient Care Line.

11. In collaboration with the Executive Director, Mental Health Service, establishes appropriate workload standards for providers within the facility PTSD Patient Care Line, distributes workload outcomes to providers, and monitors provider adherence to workload standards.
12. Regularly represents the facility at visible public relations events, media appearances, and interactions with prominent officials and political figures (e.g., **XXWA** state senators and congressmen, VA General Accounting Office, VISN Network Director, and the Secretary and Undersecretary of DVA.)
13. Provides ongoing service as the VA point of contact for planning, coordination, and execution of an interagency memo of understanding that guides outreach and community-based service delivery for OIF/OEF veterans. In this role, the psychologist represents VA through contacts with leaders from the Department of Defense, **XXX** State Department of Veterans Affairs, Vet Centers, Department of Labor, and VBA.
14. Leads dissemination and implementation of evidence-based treatment practices for PTSD and health promotion interventions (e.g., prepares treatment manuals and trains staff, co-authors national-level clinical practice guidelines and best practices manuals).
15. Oversees the operation of clinical programs of the PTSD Care Line so that they function in an integrated fashion with one another across the **XXX** divisions of VA as well as with other mental health programs at the VA and in the community.
16. Develops, implements, and oversees operational policies and procedures for the programs of the PTSD Patient Care Line, often in collaboration with Team Leaders and the Executive Director, Mental Health Service.
17. Resolves conflicts among team members and adjudicates complaints and problems of employees.
18. Assumes responsibility for taking appropriate disciplinary actions for employees with performance problems.
19. Initiates performance awards for outstanding employees and completes administrative paperwork.
20. Attends and participates in regular leadership meetings, chaired by the Associate Director of Mental Health Service.

Director, Psychology Service

1. Functions as the senior psychologist executive for **XXX** Psychology Service who oversees adherence to professional practice standards for psychologists.
2. Develops and implements a professional practice peer review program for all psychologists.
3. Signs as the approving official for clinical privileging and credentialing process for psychologists.
4. Oversees the pre-doctoral internship program managed by the Psychology Training Director (consults with training director and participates in APA accreditation process).
5. Signs as approving official on performance standards, performance appraisals, and functional statements for 39 VA psychologists.
6. Organizes and runs Psychology Service staff meetings that provide continuing education and disseminate information about psychology professional practice issues.
7. Approves the recruitment of new psychologists hired by the facility.
8. Functions as the facility Psychology Service Liaison to the University of **XXX**, Department of Psychiatry and Behavioral Sciences (e.g., periodic service on the Departmental promotions committee, attendance at faculty meeting, ongoing service on the Department Chair's Advisory Committee).

Teaching and Training (10% time):

1. Functions as Director, Advanced Psychology Postdoctoral Fellowship Program funded by the Mental Illness Research, Education, and Clinical Center **XXX**. (See "General Description" above that lists responsibilities.)
2. Provides didactic instruction for psychology interns, VA postdoctoral fellows, and University of **XXX** medical students and psychiatry residents.
3. Provides consultation to and oversight of the VA pre-doctoral psychology internship program, managed by the Psychology Service Training Director, and is ex-officio member of the Training Committee.
4. Functions as a content expert in PTSD and behavioral health by providing formal workshops, seminars, and invited lectures at professional meetings and conferences at the local (VA), regional (VISN), and national levels.
5. Participates in, and provides leadership for, educational work products and training programs that impact practice patterns at VISN and national levels. Examples of this activity include the psychologist's (a) co-authorship on 3 clinical practice guidelines and best practice manuals, (b) role as Director of a VACO-funded national training program for topic **XXX** (details listed under "Other Significant Responsibilities," below), and (c) leadership in producing a widely disseminated EES sponsored educational product on advanced diagnosis of PTSD.

See vita for complete listing of funded educational/training grants and special clinical demonstration projects (pages 3, 4 and 8). Also see pages 9-14 of vita for a complete listing specific educational/training services provided.

Research (20% time):

1. Holds the rank of Professor (academic faculty) in the Department of Psychiatry and Behavioral Sciences, University of XXX School of Medicine and fulfills the following associated obligations: (a) obtain grant funding for research, (b) publish scholarly findings in peer review journals, and (c) assume primary responsibility for mentoring junior psychology investigators and some psychiatry investigators (with the MIRECC Director) in research related to PTSD at the VA.
2. Completes requests for ad hoc reviews for manuscripts and grants (see page 3 of vita).
3. Leads and consults with others to offer guidance and stimulation in research directions for the PTSD Patient Care Line.
4. Regularly presents research findings at VA and national scientific meetings.
5. Supports research initiatives of other investigators as a co-investigator on publications and grants of national scope.

See pages 3-5 of vita for a list of research grant funding and see pages 5-8 for publications (n = 50).

Clinical Responsibilities: (10% time)

1. Provides psychological assessment and diagnosis of mental disorders, particularly for complex or unusually difficult patients.
2. Provides education to patients, family members, and significant others.
3. Provides comprehensive, evidence-based psychotherapeutic interventions, including manual-driven, evidence-based cognitive-behavioral approaches to individual and group psychotherapy.
4. Serves as a resource to professional staff concerning the need for and development of psychological services. Consultation to professional staff is also provided about clinical assessment findings and appropriate treatment plans for patients.
5. Develops, implements, and documents the psychotherapeutic treatment plan for an assigned caseload of patients, including prompt completion of clinical reminders.
6. Functions independently as a member of the VA Medical Staff, with full clinical privileges. As such, he assumes complete professional responsibility for his/her clinical assessment findings, patient care decisions, and documentation.

Other Significant Responsibilities (10 % time)

The psychologist is visible at the local, VISN, and national level and is correspondingly assigned special responsibilities, to include committee membership, projects, and training functions. Past and present special project responsibilities are documented in the attached vita (see pages 1-2 of vita [*Special National Responsibilities* and *Special Local and Regional Responsibilities*]). Examples of current, ongoing special responsibilities include:

1. Member of the VHA Under Secretary for Health Special Committee on XXX
2. Member, VHA Office of Public Health, Technical Advisory Group for VHA Tobacco Cessation
3. Member, VHA Central Office Mental Health Service review committee for proposals to expand clinical services to OIF/OEF veterans
4. Member, VA Interagency Committee for Outreach to OIF/OEF Veterans
5. Director, XXX *Preceptorship Training Program* (special funded project from the VACO VA Public Health Strategic Health Care Group).
6. Director, A *population-Based XXX Intervention for Veterans Serving in Iraq and Afghanistan* (special funded project from the VACO VA Public Health Strategic Health Care Group).
7. Co-developer of a clinical assessment measure and a program monitoring instrument for VHA specialized outpatient PTSD programs.
8. Special assignment from Network Director's Office to travel to VISN medical centers for the purpose of training mental health providers in XXX treatment.

Supervisory Controls

This psychologist reports directly to the office of the VA Executive Director for Mental Health Service. He also responds to assignments communicated directly from the VA facility Director, the office of the VISN Network Director, and officials at VACO. This psychologist has very wide latitude and exercises independent judgment in managing the scope of operations for the PTSD Patient Care Line and Psychology Service and in making decisions affecting staff and other program resources. He also exercises independent judgment in fulfilling research and other responsibilities associated with his faculty appointment at the University of XXX, School of Medicine, under the oversight of the Chair, Department of Psychiatry and Behavioral Sciences.