

UW HEALTH JOB DESCRIPTION

Lead Psychometrist

Job Code: 840026	FLSA Status: Non-Exempt	Mgt. Approval: L. Michor	Date: June 2023
Department: Neuropsychology		HR Approval: J. Olson	Date: June 2023

JOB SUMMARY

The Lead Psychometrist is an integral member of the Neuropsychology Lab within the Neurology Department of UW Health. This position requires considerable experience and training in neuropsychological testing. The incumbent works under supervision from the Neuropsychologist and the Neuropsychology Supervisor. However, daily patient examinations are performed without direct supervision.

The Lead Psychometrist assists in support of the daily activities of the lab to include assisting with oversight of Psychometrists, non-physician interns, graduate students, and other research associates in training, test administration/scoring, and general lab procedures. The Lead Psychometrist performs as a working Psychometrist with expertise in neuropsychological test administration, scoring age-specific neuropsychological tests and processing the data for interpretive report writing. Administration of these tests requires considerable psychological skill necessary for sustaining patient interest and effort and for making behavioral observations that assist the supervising Psychologist in interpreting the recorded data.

The Lead Psychometrist separately prepares detailed behavioral observation notes. Other responsibilities include auditing the test scoring of colleagues, the organization of data for archival purposes, and evaluating and practicing the administration and scoring of new instruments.

MAJOR RESPONSIBILITIES

1. **Assists the Supervisor with facilitating the day-to-day operations of the Neuropsychology Laboratory**
 - Participates in the training of Psychometrists, non-physician interns, graduate student interns, and other research associates in test administration/scoring and general lab procedures
 - Maintains inventories and test forms
 - Coordinates folder preparation and database entry for staff participation in clinics that take place outside of the Neuropsychology Lab
 - Performs referral triage
 - Coordinates assignments for and assists in clinical oversight of Psychometrists
 - Schedules inpatient evaluations
 - Maintains department daily patient log
 - Prepares/checks test date for Memory Assessment Clinics

2. **Administers, scores, and writes detailed behavioral narrative for numerous age-specific test instruments that include measures of psychometric intelligence, abstraction and concept formation ability, memory and attention, motor speed, coordination, sensory discrimination, academic achievement, and personality status**

3. **Educational Responsibilities**
 - Learns new test instruments and administration/scoring
 - Maintains proficiency in all procedures, including those less commonly utilized
 - Demonstrates laboratory examination procedures to residents, medical interns, and graduate students
 - Collaborates with medical and other professional faculty/staff in their discussions of any special drug conditions or orthopedic or other physical limitations the patient may have and which must be considered to obtain reliable and valid data and maximize patient comfort and safety

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Psychology, Social Science, Social Work, or other related field. An Associates Degree and two (2) years of relevant experience will be considered in lieu of a Bachelor's Degree when combined with the work experience below.
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	Preferred	Master's Degree in Psychology, Social Science, Social Work, or other related field
Work Experience	Minimum	One (1) year of experience in administering psychometric tests in a neuropsychology lab environment or equivalent
	Preferred	
Licenses & Certifications	Minimum	Basic Life Support/CPR
	Preferred	Board Certified Specialist in Psychometry (CSP)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Considerable previous experience examining the pediatric and adult population • Knowledge of testing methods, procedures, and instruments used in the assessment of individuals • High degree of interpersonal skills, clinical judgment, and ability to empathize with and encourage maximal effort from a varied patient population • Demonstrates skills in problem solving, personal flexibility, resourcefulness in decision making, prioritization, time management, and attention to detail • Excellent verbal and written communication skills • Ability to work in a team environment and collaborate with medical and other professional faculty and staff

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
X	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
X	School Age (6 – 12 years)	X	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
X Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

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Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.