

## UW HEALTH JOB DESCRIPTION

### Psychologist Team Lead – Postdoctoral Fellowship Program

Job Code: N/A	FLSA Status: Exempt	Mgt. Approval: V. Egizio	Date: June 2021
Department: Behavioral Health		HR Approval: N. Lazaro	Date: June 2021

#### JOB SUMMARY

The Psychologist Team Lead – Postdoctoral Fellowship Program is a psychologist with demonstrated leadership abilities and clinical excellence as a provider. This individual serves as the primary resource for the Health Psychology Postdoctoral Fellowship Program. The Psychologist Team Lead is responsible for administrating the Fellowship, onboarding and supervision of fellows, and acting as the primary liaison with the manager. This position is held concurrently with clinical practice in the respective specialty.

#### MAJOR RESPONSIBILITIES

##### Leadership:

- Maintains expertise in Association of Psychology Postdoctoral and Internship Centers (APPIC) and WI psychology licensure requirements and ensures UW Health Postdoctoral Fellowship in Health Psychology meets those requirements.
- Acts as the liaison with APPIC administration, including paying annual dues, responding to calls for information, registering the program, and participating as an active postdoctoral fellowship site.
- Maintains program brochure, website, recruitment advertising (APPIC, listservs, APA), and other marketing.
- Monitors and evaluates the training program's goals and activities.
- Coordinates the annual recruitment process and acts as the point of contact for all applicants; coordinates hiring and onboarding with HR and Health Psychology administration.
- Coordinates training and supervision curriculum, as well as maintains appropriate records; ensures all training and records meet APPIC and WI state licensure standards.
- Provides supervision in area of expertise and provides oversight of supervision provided by other supervisors including due process in the event of complaints.
- Facilitates licensure and specialty boarding process for current and past fellows.

##### Clinical Practice:

- Provide Mental Health and/or Health Psychology services – including assessment, treatment planning, and intervention - for adolescents and/or adults in an inpatient and/or outpatient setting based on the needs of patients and/or families. Outpatient programs may include both individual and group therapy sessions.
- Develop an individualized treatment plan to fit the needs of each patient using appropriate diagnostic and patient placement criteria.
- Conduct individual, family, and group counseling using methods consistent with evidence-based practice and a brief, focal model of care when appropriate.
- Utilize outcome tools to determine patient progress.
- Coordinate patient care with primary care, other specialty providers, schools, and families via written and verbal communication.
- Arrange for appropriate care within the UW Health system or through outside providers as prescribed in policies and procedures.
- Ensure that each patient's rights are protected and that they are provided with appropriate interventions based on ability to participate, cultural concerns, and diagnostic impression.
- Participate in quality initiatives and utilization review activities as requested.
- Share expertise and clinical impressions with team members and trainees.
- Participate in clinical care conferences.
- Attend and actively participate in staff meetings and trainings.
- Maintain progress notes and other documentation required for the client medical record and utilization management within the timelines outlined by UW Health.

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

#### JOB REQUIREMENTS

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Education	Minimum	Doctor of Philosophy (Ph.D.) or Psychology (Psy.D.) in Clinical Psychology or related field
	Preferred	
Work Experience	Minimum	<ul style="list-style-type: none"> <li>• Minimum of two (2) years of experience as a Clinical Psychologist or Clinical Health Psychologist</li> </ul>
	Preferred	<ul style="list-style-type: none"> <li>• Minimum of three (3) years of experience as a Clinical Psychologist in a Health Care setting, specifically, Health Psychology, Clinical Psychology, or Integrated Care</li> <li>• Prior experience working in a lead role/capacity</li> <li>• Expertise and ability to supervise in one of the training areas offered within the UW Health Postdoctoral Fellowship in Health Psychology.</li> <li>• At least 1 year of previous experience as a clinical supervisor</li> <li>• Previous training in clinical supervision</li> </ul>
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> <li>• Relevant license and/or certification, or license/certification eligible, as a Psychologist as required in the State of Wisconsin</li> <li>• Valid Driver's License and current auto insurance as required by program</li> <li>• CPR/BLS</li> </ul>
	Preferred	<ul style="list-style-type: none"> <li>• Eligible for listing in the National Register of Health Service Providers in Psychology (Clinical Health Psychology)</li> </ul>
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Knowledge of applicable regulatory guidelines</li> <li>• Demonstrated commitment to professional development</li> <li>• Demonstrated leadership skills and abilities</li> <li>• Excellent verbal and written communication skills</li> <li>• Professional demeanor</li> <li>• Ability to work as part of a team in a collaborative work environment</li> <li>• Ability to lead through example in both clinical and administrative practice</li> </ul>

### 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,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	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
	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<input checked="" type="checkbox"/>	<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight

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	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

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.