

UW HEALTH JOB DESCRIPTION

Intern Non-physician (Adult Postdoctoral Fellowship in Neuropsychology)

Job Code: X70NN	FLSA Status: Exempt	Mgt. Approval: B. Ward/L. Michor	Date: 01.2018
Department : Neuropsychology/46010		HR Approval: M. Buenger	Date: 01.2018

JOB SUMMARY

As part of their training and under supervision, the Intern will conduct neuropsychological assessments of patients that will include clinical interview of patients, family members and other collateral sources, administer and interpret neuropsychological tests, and integrate these findings into formal reports. The majority of this service will be provided to inpatients presenting for evaluation of known or suspected cerebral impairment and seizures. The types of conditions that will be encountered in patients include: dementias, including Alzheimer's disease; Parkinson disease; multiple sclerosis; stroke; concussions and traumatic brain injuries; epilepsy; anoxia; immune system disorders; major depression, psychosis and other psychiatric conditions; mental status changes; attention deficit disorder with/without hyperactivity; autism; and learning disabilities. A particular focus of training and experience will be cerebrovascular disease, epilepsy.

MAJOR RESPONSIBILITIES

Technical Skill: The postdoctoral fellow demonstrates proficiency in selecting, administering, scoring and interpreting neuropsychological measures, report composition, development of goal-oriented educational, rehabilitation and other treatment recommendations, where appropriate, as well as other means of communicating neuropsychological information to families, treatment providers, and other care providers.

Clinical Assessments: The incumbent will conduct three to five inpatient neuropsychological evaluations a week, including interview, test administration, and report writing under the supervision of the responsible staff Neuropsychologists.

Training, Supervision and Research: Meetings for discussion of directed readings will occur weekly with one or more of the staff Neuropsychologists. Other weekly or bimonthly training will include attending Neurology Department Grand Rounds, Neuropsychology Journal Club, team meetings, including Epilepsy Case Conference, and appropriate lectures and seminars in other departments within the Hospital, Medical School, and University at large. Consistent with national training guidelines, the scientist-practitioner model of training, and the mission of the Department of Neurology, the fellow may also participate in independent or ongoing research in the Neuropsychology Laboratory. The fellow will make a scientific presentation (poster, platform, etc.) at least once in a regional or national conference venue as well as present at internal group gatherings already mentioned. The fellow will participate in patient staffing within the Stroke and Epilepsy Programs of the Department of Neurology; participation in clinical research activities is also possible.

Patient Safety: The postdoctoral fellow is committed to and performs the highest standards of patient safety. He or she will demonstrate prescribed operating procedures to ensure the highest level of patient care and service.

Communication: To be successful in any aspect of the practice of Neuropsychology it will be necessary for the fellow to develop interpersonal and communication skills needed for working effectively with ethnically, socio-economically, and culturally diverse co-workers, visitors, patients, and their families. All oral and written communication should reflect the values of respect and dignity of others.

Quality Care and Customer Service: The fellow is expected to demonstrate a commitment to courteous, sincere, and sensitive customer service. This will in part be reflected by a commitment to the provision of the highest level of patient care and work responsibilities. Demonstrating pride in oneself, the Hospital and level of service provided to all patients and visitors is expected. In addition, feedback via regular supervisory meetings, the incumbent is expected to demonstrate self-directed initiative to meet the needs of patients and the goals of the Laboratory, Department, and Hospital.

Quality Improvement: The Matthews Neuropsychology Laboratory periodically sends out patient and family satisfaction questionnaires because of its commitment to quality, excellence, and continual self-evaluation and improvement. The fellow is expected to develop skills in self-evaluation, constructive problem resolution, and data-based methodological improvements in delivering services in a timely, courteous, and professional manner.

Performance Measures:

- Average of 40.5 billable quarter hour units per week
- Positive performance appraisals conducted monthly then quarterly
- Effective participation in Laboratory and interdisciplinary treatment team meetings and conferences
- Positive feedback from patients and families

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- Constructive participation in research endeavors

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

JOB REQUIREMENTS

Education	Minimum	Doctoral degree in clinical psychology from a regionally and APA accredited program.
	Preferred	
Work Experience	Minimum	Completion of an APIC approved Pre-doctoral internship in clinical psychology.
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	Eligibility for Licensure in the State of Wisconsin within several months of completion of first year of Post Doctoral Fellowship.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Demonstrated background knowledge in the theory of Neuropsychology, psychometric assessment, abnormal psychology, personality theory, statistical methods, and neuroanatomy. • Proven ability to evaluate adult patients for psychological disorders. • Proven ability to function independently within a structured learning environment, take initiative to seek resources and assistance when needed, and initiate constructive efforts to address work and personal-related problems as they may arise. • Proven ability to adhere to APA ethical guidelines for psychological service

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 type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input 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
	Sedentary: 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.	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#

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List any other physical requirements or bona fide occupational qualifications:	
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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.