

Overview

Overview

Inactive	No
Effective Date	10/19/2022
Date of Last Change	01/21/2022 04:47:10.162 PM
Job Profile Name	Neuro Psychometrician Tech
Job Code	609004
Include Job Code in Name	Yes
Job Profile Summary	The Neuro Psychometrician Tech prepares for, administers and scores psychological instruments for adults, children and adolescents. Orders test supplies and equipment and works with insurance companies, patients and referring specialists to obtain pre-authorization for evaluations.

Job Description **JOB RESPONSIBILITIES**

Required:

Bachelor's Degree in Psychology or Biology

Preferred:

Master's Degree in Psychology (Clinical)

1 year experience in health-related career with direct patient contact.

1 year experience in neuropsychological test administration preferred; familiarity with word processing, spreadsheet, and database computer software.

Additional Job Description **Behavioral Competencies**

Accountability (Ownership, Initiative, Trust and Respect, Continuous Learning/ Improvement):

- Takes personal responsibility for completing assigned activities and seeks new opportunities to provide high-quality work/service; looks for ways to improve individual performance
- Is clear about daily tasks and shows a flexible, proactive approach to accomplishing responsibilities in the face of changing situations (e.g. patient emergencies)
- Shows respect in every interaction and builds trust; demonstrates adherence to code of conduct

- Shows willingness to learn new technologies, tools or systems, and is eager to gain new skills

Customer Focus (Customer Expectations and Needs, Service Improvement, Cross-functional Collaboration)

- Understands personal and practical needs of all customers and takes appropriate action to meet expectations for quality care and/or service
- Has self-awareness of own behaviors; makes changes in behavior to improve the service experience; is aware of how personal actions affect the customer experience; adjusts personal behaviors as needed to meet or exceed customer expectations
- Demonstrates the ability to work effectively within and across work units to deliver the best customer experience

Planning & Decision Making (Planning and Organization, Problem Solving, Time Management, Effective Use of Resources)

- Plans daily routine to properly organize tasks and demonstrates the flexibility to meet immediate customer needs effectively and efficiently
- Proactively asks open-ended questions to clarify and resolve underlying issues; escalates issues promptly and responsibly as necessary
- Allocates time appropriately to effectively handle multiple priorities and varying workload
- Demonstrates stewardship through the identification and appropriate use of available resources (time, equipment and supplies)

Communication (Interpersonal Skills, Effective Communication, Managing Crucial Conversations)

- Listens well, shows a positive attitude and modifies tone and delivery to effectively meet the needs of the customer
- Demonstrates self-awareness and gathers thoughts before speaking to deliver clear messages that are easily understood by others
- Understands needs of others and willingly takes the H.E.A.T. by remaining calm and positive under high stress situations

Relationship Management & Teamwork (Building Productive Relationships, Knowledge Sharing, Collaboration)

- Is approachable, builds rapport, and uses formal and informal networks to facilitate achievement of departmental and organizational goals
- Willingly shares information, materials and know-how to contribute to and achieve common objectives
- Works as a team player in a diverse workforce and looks for ways to improve interactions with all co-workers, contributing to a welcoming and helpful environment

ADA Physical Demands

How much on the job time is spent on the following physical activities?

- Stand: Under 1/3
- Walk: Under 1/3
- Sit: To 2/3
- Use hands or fingers to manipulate, keyboard, handle or feel: To 2/3
- Reach with hands and arms below the waist: Under 1/3
- Reach with hands and arms to the shoulders: Under 1/3
- Reach with hands and arms above shoulders: Under 1/3
- Bend to waist level: Under 1/3
- Bend to the floor: None
- Climb or balance: None
- Stoop, kneel, crouch, crawl or squat: None
- Driving/Operating machinery: None

Does this job require that force be exerted, or weight be lifted?

Pounds of Force to Push or Pull

- Up to 10 pounds: Under 1/3
- Up to 25 pounds: None
- Up to 50 pounds: None
- Up to 100 pounds: None

Lifting

- Up to 10 pounds: Under 1/3
- Up to 25 pounds: Under 1/3

- Up to 50 pounds: None
- Up to 100 pounds: None

Carrying

- Up to 10 pounds: Under 1/3
- Up to 25 pounds: Under 1/3
- Up to 50 pounds: None
- Up to 100 pounds: None

Does this job have any special vision requirements? Check all that apply.

- Please note that pre-employment vision testing is required
- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe and area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Does this job have any special hearing requirements? Please specify.

- Specify hearing requirements: _____
- No special hearing requirements

Work Environment

How much on the job time is spent on the following conditions?

- Wet or humid conditions (non-weather): None

- Extreme cold (non-weather): None
- Extreme heat (non-weather): None
- Risk of radiation: None
- Toxic or caustic chemicals, hazardous materials and waste: None
- Outdoor weather conditions: None
- Computer workstation or office setting: None
- Vibration: Over 2/3

Does this job have exposure to the following conditions?

- Exposure to blood and body fluids: No
- Exposure to airborne pathogens (biological, bacterial, viruses): Yes
- Exposure to airborne particles: No
- Exposure to fumes: No
- Exposure to lasers: No
- Work in high places (greater than 4 feet off of the ground): No
- Working near moving mechanical parts: No
- Exposure to noise greater than 80 dB (loud – very loud): No

Population Served

- Patient with exceptional communication needs
- Patient with diverse culture/language (e.g. in Spanish and Sign)
- Patient with diverse religious backgrounds
- Patient with psycho-social needs
- Patient with physical disabilities
- All Populations
- Does not have patient contact

Age of Population Served

- Neonate (birth - 28 days)
- Infant (29 days – less than 1 year)
- Pediatric (1 - 12 yrs)
- Adolescent (13 – 17 yrs)
- Adult (18 – 64 yrs)
- Geriatric (65 yrs & older)
- Non-age Specific Task (N/A)

Job Title Default
Restrict to Country
Management Level 8 Staff
Job Family CPS-Neuropsychology
Job Category 03 Nursing Professionals
Job Classifications 29-2099 - Health Technologists and Technicians, All Other (USA Standard Occupational Classification (SOC 2018)-United States of America)
2 - Professionals (EEO-1 Job Categories-United States of America)
M39 - All Others (KDHE)
Total Ancillary Support Staff - Other Medical Support Services (MGMA Categories-United States of America)
TUKHS - (Job Profile Program)
Work Shift Required No
Public Job Yes
Referral Payment Plan

Characteristics

Difficulty to Fill
Critical Job No

Compensation

Compensation Grade PROF-09N
Compensation Grade Profile
Impacted Eligibility Rules

Unions

Union Membership Not Allowed
Allowed Unions

Qualifications

Certifications

Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)	Specialty	Subspecialty
----------	---------	----------------------------	--------------------------------	-------------------------	-----------	--------------

Competencies

Required	Competency	Target Rating
----------	------------	---------------

Competencies from Other Sources

Required	Competency	Target Rating	Source	Source Type
----------	------------	---------------	--------	-------------

Education

Required	Degree	Field of Study
Yes	Bachelors Degree - BACH	
Yes	High School Graduate - HS	
	Master's Degree - MSTR	Psychology

Languages

Required	Language	Ability	Proficiency
----------	----------	---------	-------------

Responsibilities

Required	Responsibility
Yes	<ul style="list-style-type: none"> In consultation with supervising neuropsychologist, prepares neuropsychological/psychological test forms appropriate for patient age, educational and cultural background. Uses basic clinical skills to establish rapport with patients and provides encouragement within the bounds of test administration procedures. Communicates to patients the importance of putting forth their best effort and manages patient anxiety/frustration when necessary.

Required	Responsibility
	<ul style="list-style-type: none"> • Administers selected neuropsychological/psychological tests according to standardized instructions in published test manuals and modifies administration procedure in accordance with patient's physical and/or mental limitations in consultation with supervising neuropsychologist, making note of such variations in administration procedures. • Scores neuropsychological/psychological tests accurately in accordance with published test manuals and derives norm-referenced scores using computerized and/or hand-scoring as appropriate. Communicates norm-referenced scores in a timely manner to the supervising neuropsychologist to facilitate feedback and report preparation. • Records in writing and relays to supervising neuropsychologist observations of patient's behavior during testing, especially behaviors that might impact validity of test administration, scoring, and interpretation. • Documents completed procedures and submits billing for technical charges in the electronic medical record. • Undergoes supervision concerning test administration and scoring for each patient tested, with length and form of supervision consistent with rules determined by the State of Kansas Behavioral Sciences Regulatory Board. Participates in ongoing training to maintain and update knowledge of test administration and scoring procedures. • Participates in training of new psychometrists as assigned and in training of trainees under the supervision of the training director. • Acts in accordance with the American Psychological Association's Ethical Principles. • Distributes reports to referral sources and scans protocols for following completion of evaluations. • Prepares test batteries. • When assigned, takes inventory and relays the needed test supplies to the division chief for timely ordering of materials. • Takes inventory of other supplies and informs supervisor of need to order PPE and office supplies. • Cleans/organizes testing areas between patients. • In addition to staffing main outpatient neuropsychology clinic (Fairway North), travels to and performs test administration at other sites (e.g., Fairway South Memory Disorders Clinic, Internal Medicine Primary Care Clinic, Epilepsy Clinic, Inpatient Epilepsy Monitoring Unit) when assigned. • If necessary due to scheduling staff limitations, telephones patients to schedule/confirm appointments and prepares and sends out letters confirming appointments. <p>*Must be able to perform the professional, clinical and or technical competencies of the assigned unit or department.</p> <p>*Note: These statements are intended to describe the essential functions of the job and are not intended to be an exhaustive list of all responsibilities. Skills and duties may vary dependent upon your department or unit. Other duties may be assigned as required.</p>

Required	Responsibility

Training

Training

Required	Training	Training Type	Description
----------	----------	---------------	-------------

Work Experience

Work Experience

Required	Work Experience	Experience Level
----------	-----------------	------------------

Equivalence Rule

Equivalence Rule

Equivalence Rule	Derived Logic
------------------	---------------