

## UW HEALTH JOB DESCRIPTION

### Psychometrist - Bilingual

Job Code: 840027

FLSA Status: Non-Exempt

Mgt. Approval: L. Michor

Date: July 2023

Department: Neuropsychology

HR Approval: J. Olson

Date: July 2023

#### JOB SUMMARY

The Psychometrist functions as an integral member of the Neuropsychology Lab within the Department of Neurology at UW Health. While the incumbent works under supervision from the Neuropsychologists and the Neuropsychology Supervisor, the incumbent is expected to work in an independent manner with minimal supervision after training is complete.

Under the direction of licensed Psychologists, the Psychometrist assists in the differential diagnosis for patients with known or suspected neurological disorders affecting cerebral functioning.

The Psychometrist administers, scores, and summarizes a comprehensive battery of neuropsychological tests that account for a portion of the neuropsychologist's assessment of a patient's mental status. The Psychometrist administers and scores a variety of complex standardized test instruments appropriate for specific age and clinical populations, ranging in age from preschool to the older adult population. The Psychometrist prepares detailed behavioral observation notes. Other technical tasks include the auditing of peer test scoring, organization of data for archival purposes, and practice in the administration and scoring of new test instruments.

Clinical problems encountered are of a moderate to high level of complexity and require a high degree of judgment, personal flexibility, and resourcefulness in decision-making. Psychometrists make determinations concerning whether patients can respond to assessment protocols and must be innovative in testing severely disabled, emotionally disturbed, hearing impaired, or non-English speaking patients while still adhering to standardized procedures.

The Psychometrist interacts directly with medical and other professional faculty/staff in their discussions of any special drug conditions and/or orthopedic or other physical limitations the patient may have which must be considered to obtain reliable and valid data and to maximize patient comfort and safety.

#### MAJOR RESPONSIBILITIES

##### Clinical Responsibilities

- Administer, score, and summarize a variety of 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.
- Administer specialized test batteries for drug protocols and funded research.
- Observe and record patient behaviors during test administration. Recognize the special factors affecting each patient and help the patient sustain maximal effort and cooperation while assisting the patient in coping with the psychological and physical challenges of test completion.
- Write detailed behavioral narrative.

##### Additional Departmental Responsibilities

- Coordinate and track patient activity.
- Maintain and track patient schedules.
- Maintain departmental files including tracking test inventory.
- Conduct pre-appointment phone calls.
- Participate in departmental projects as requested.

##### Educational Responsibilities

- Learn new test instruments and achieve full proficiency in administration/scoring.
- Maintain proficiency in less commonly used procedures.
- Demonstrate laboratory examination procedures to residents, medical interns, and graduate students.
- Participates in departmental continuing education.
- Attends continuing education seminars that are position relevant and further development.

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

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### JOB REQUIREMENTS

Education	Minimum	Associates Degree in Applied Science, Social Science, Social Work, or related field
	Preferred	Bachelor's Degree in Psychology, Social Science, Social Work, or related field
Work Experience	Minimum	
	Preferred	Two (2) years of experience in administering psychometric tests
Licenses & Certifications	Minimum	Basic Life Support/CPR or ability to obtain within six (6) months of hire
	Preferred	Board Certified Specialist in Psychometry (CSP)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Bilingual in Spanish</li> <li>• Excellent interpersonal skills and ability to be patient and tactful with medically ill and cognitively impaired participants</li> <li>• Knowledge of testing methods, procedures, and instruments used in assessment of individuals</li> <li>• Demonstrated ability to accurately score assessments with appropriate norms and provide detailed behavioral observations of the examinee</li> <li>• Ability to learn new test instruments and apply knowledge</li> <li>• Demonstrated skills in problem solving, personal flexibility, resourcefulness in decision making, prioritization, time management, and attention to detail</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to work in a team environment and to collaborate with medical and other professional faculty/staff</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,

	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)
X	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
	<b>Sedentary:</b> 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	<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.	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
	<b>Medium:</b> 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#
	<b>Heavy:</b> 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#
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent	Over 100#	Over 50#	Over 20#

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	lifting and/or carrying objects weighing over 50 pounds.			
<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.