

State of California
DUTY STATEMENT



California Department of
State Hospitals

MSH3002 (Rev. 9/26/16)

		RPA Control No.#	C&P Analyst Approval FA	Date 4/19/2023
Employee Name		Division DSH-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-464-9839-		Unit Neuro-Cognitive Remediation Pilot Program		
Class Title Senior Psychologist, Specialist (Cognitive Rehabilitation)		Location Metropolitan State Hospital		
SUBJECT TO CONFLICT OF INTEREST CODE ☒ Yes ☐ No	CBID R19	WORK WEEK GROUP E	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Senior Psychologist, Specialist (Cognitive Rehabilitation) is responsible for providing and overseeing a pilot program on Cognitive Rehabilitation, under the clinical and administrative supervision of the Chief of Psychology. Specific/essential duties of the position include, but are not limited to, the following:

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
60 %	<u>ESSENTIAL FUNCTIONS</u> Cognitive Rehabilitation Prepare all materials for cognitive remediation, social cognitive, and bridging treatment groups. Administer computer and/or paper-and-pencil based cognitive remediation exercises that target patient's cognition Administer social cognition treatment groups to help patients with social cognitive deficits Administer bridging treatment groups to help patients apply cognitive gains to functional issues in life Provide treatment progress updates to patients and the treatment team
20 %	Assessment and Data Provide pre-, post-, and further assessments for all individuals in the cognitive rehabilitation treatment program Provide consultation to treatment teams regarding assessment results and treatment progress Collect all relevant outcome data and maintain a database of collected data Provide training and guidance for staff psychologists in psychological assessment, neuropsychological assessment, and report writing

DSH Wide Cognitive Rehabilitation Projects

10 %

Regularly attend the cognitive rehabilitation consultation call
Attend initial DSH Cognitive Rehabilitation training and available yearly DSH training
Regularly prepare a written summary of the Cognitive Rehabilitation treatment program
Special projects related to the evaluation of cognitive rehabilitation programs and legislative reporting requirements

MARGINAL FUNCTIONS

10%

Attend medical staff and departmental meetings
Complete all requirements needed to maintain clinical privileges
All other duties and special projects as assigned consistent with this classification

Other Information	SUPERVISION RECEIVED The Chief of Psychology has the clinical and administrative responsibility for the Cognitive Rehabilitation psychologist. Auditing of treatment groups, assessments, and databases will be completed by a Senior Psychologist, Supervisor and/or by Clinical Operations Psychologists in collaboration with the Chief of Psychology. The Chief of Psychology or designee conducts the annual performance appraisal. SUPERVISION EXERCISED Supervise pre-licensed psychologists or psychology interns who might be involved in provision of clinical services. <u>KNOWLEDGE AND ABILITIES</u> KNOWLEDGE OF: Cognitive rehabilitation and general psychological theories and research; principles, techniques, and problems in developing and coordinating a specialized psychological treatment program for individuals with mental illness and cognitive impairment; principles, techniques, and trends in cognitive rehabilitation with particular reference to the neurocognitive correlates of psychiatric disorders, aggression, functional abilities; principles, techniques, and trends in psychology with particular reference to normal and disordered behavior; human development, motivation, personality, learning, individual differences, adaptation and social interaction; methods for the assessment and modification of human behavior; characteristics and social aspects of mental disorders and intellectual disability; research methodology and program evaluation; institutional and social process, group dynamics; functions of psychologists in various mental health services; current trends in the field of mental health; professional training; community organization and allied professional services. ABILITY TO: Plan, organize, and work in a specialized psychological treatment program involving members of other treatment disciplines; provide professional consultation and program leadership; teach and participate in professional training; recognize situations requiring the creative application of technical skills; develop and evaluate creative approaches to the assessment, treatment, and rehabilitation of mental disorders and cognitive impairment; develop and conduct research to evaluate treatment and service efficacy; conduct assessment and psychological treatment procedures; secure the cooperation of professional and lay groups, analyze situations accurately, take effective action; and speak and write effectively. <u>REQUIRED COMPETENCIES</u> PHYSICAL The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. AGE SPECIFIC The Cognitive Rehabilitation Psychologist provides services for and demonstrates knowledge of growth and development commensurate with the age group of patients' hospital-wide. CULTURAL AWARENESS
-------------------	---

Demonstrates awareness of multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation and annually.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Ability to administer, and interpret cognitive, psychiatric symptomatology, functional ability, and attributions.

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess a valid license as a psychologist issued by the California Board of Psychology and possession of an earned doctorate degree in psychology from an educational institution meeting the criteria of section 2914 of the Medical Board of California's Business and Professions Code.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public;
- Comply with hospital policies and procedures;
- The employee is required to work in a variety of settings throughout the hospital as determined by the operational needs of the hospital.

All employees are required if applicable to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
