NEUROPSYCHOLOGY POSTDOCTORAL FELLOW
Duty Statement
(Rev. 11/30/2025)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name	**Division** Department of State Hospitals-Patton			
Position No / Agency-Unit-Class-Serial 502-211-9873-XXX	**Unit**			
Class Title Neuropsychology Postdoctoral Fellow (Psychologist (Health Facility-Clinical))	**Location** Department of Psychology			
Subject to Conflict of Interest ☐Yes ☒No	**CBID R19**	**Work Week Group: SE**	**Pay Differential**	**Other: Limited Term (max 2 yrs)**

INTRODUCTION

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 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 patients, staff, and stakeholders.

Description of the position's organizational setting and major functions

The Neuropsychology Postdoctoral Fellow works within the classification of Psychologist (Health Facility-Clinical-Safety) offering supervised experience in forensic psychology and is appointed to a maximum duration of two years in a limited term position.

The Neuropsychology Postdoctoral Fellow (hereafter "Postdoctoral Fellow") is an individual who, at a minimum, has earned a doctoral degree in clinical psychology, completed an accredited internship of at least 1800 hours, and is currently pursuing advanced education, training and experience in clinical psychology in the specialty area of neuropsychological practice.

As an Affiliate Member of the Department of State Hospitals – Patton Psychology Service, the Postdoctoral Fellow adheres to the following DSH-Patton documents: the Psychology Service Rules and Regulations; the Bylaws of the Medical Staff; the Administrative Directives; and the policy and procedures manuals. The Postdoctoral Fellow aspires to the highest standards of the profession through their practice to the laws and regulations governing the practice of psychology in the State of California.

During the course of training, the Postdoctoral Fellow is expected to develop specialized professional competence to deal with neuropsychology issues in a psychiatric setting. Inasmuch as the fellowship is a training program, the Postdoctoral Fellow is not privileged to practice independently within DSH-Patton or affiliated sites. All direct psychological services are provided under the supervision, hospital privileges, and professional license of a Postdoctoral Fellowship

Faculty Member. All written work products, including reports, consultation, and progress notes are countersigned by the licensed psychologist or board-certified psychiatrist who provided clinical supervision for that work.

Within these guidelines, the Postdoctoral Fellow is assigned duties that include, but are not limited to the following (time percentages are approximate and subject to change during extramural rotations):

AREAS OF ACCOUNTABILITY:

45%	Psychological Evaluation and Assessment. Under supervision, the Postdoctoral Fellow conducts psychodiagnostic interviews and psychological assessments. **The Postdoctoral Fellow administers, scores, interprets, and writes up a wide variety of psychological assessment instruments including measures of intellectual functioning, neuropsychological functioning, personality/psychopathology, and forensic assessment instruments. The Postdoctoral Fellow writes psychological assessment reports that accurately and concisely integrate and communicate information from chart reviews, interview data, mental status exams, testing data, and collateral sources.**
20%	Applied Psychological Research. The Postdoctoral Fellow participates in one of the ongoing applied psychology research groups. **The Postdoctoral Fellow assists with all aspects of applied clinical research projects including submission of research protocols to the statewide Research Review Committee and the Committee for the Protection of Human Subjects, literature reviews, data collection and coding, data entry into SPSS, research design, statistical analyses with SPSS, and manuscript preparation.**
15%	Psychology Seminars. The Postdoctoral Fellow attends weekly seminars conducted by the psychology staff. The Postdoctoral fellow completes assigned readings and actively participates in seminar discussions. The Postdoctoral Fellow presents case material and gains expertise in a wide variety of professional topics that are included in didactic lectures as well as in the clinical discussions.
10%	Individual and Group Psychotherapy. As co-therapist and supervised therapist, **the Postdoctoral Fellow conducts individual and group psychotherapy with hospitalized patients**, adding and refining skills required of a psychotherapist. The intern prepares, with the supervisor, progress reports for the medical record.
10%	Unit Duties. As needed, **the Postdoctoral Fellow provides psychology coverage for treatment units**. This may include completing admission psychological assessments, completing annual assessments, completing suicide risk or violence risk evaluations, providing emergency treatment,

	attending treatment team meetings, and any other psychology coverage issues that are needed.
SUPERVISION	SUPERVISION RECEIVED: The Postdoctoral Fellow works under the general and specific clinical direction of the Fellowship Director and clinical supervisors as assigned. The Postdoctoral Fellow is administratively responsible to the Fellowship Director and to the Chief of the Psychology Department. All clinically professional training programs in the hospital receive functional guidance from the Chief of Professional Education as appropriate. SUPERVISION EXERCISED: None
Required Knowledge, Abilities	KNOWLEDGE OF: The basic principles and techniques of clinical psychology. ABILITY TO: Under supervision, perform the duties of a doctoral psychologist in training in the field of psychology, e.g., provide individual and group therapy, consultation, psychological assessments, gather and analyze data, establish and maintain effective working relationships, communicate effectively.
Required Competencies	INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job classification and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control. CPR Maintains current certification. AGE SPECIFIC Provides services commensurate with age of patients being served. Demonstrates knowledge of growth and development of the following age categories. ☐ Pediatric ☐ Adolescent ☒ Adult ☒Geriatric THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of providing a safe work environment and therapeutic milieu; including strategies to prevent, suspend, and mitigate potentially dangerous/violent situations (TSI).

	RESTRAINT/SECLUSION Demonstrates knowledge of criteria for and appropriately uses, orders, applies, and removes restraint and/or seclusion. CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively. SITE SPECIFIC COMPETENCIES During the course of training, the Postdoctoral Fellow gains supervised training and experience in clinical psychology with some specialized knowledge of treatment of the severely mentally ill and of forensic issues. TECHNICAL PROFICIENCY (SITE SPECIFIC) The Postdoctoral Fellow attends three weekly seminars dealing with application of neuropsychological assessment techniques, psychotherapy, cross-cultural, and forensic issues to expand competency in all areas of clinical practice. Fellows are expected to have competencies in word processing (e.g., Microsoft Word), use of spreadsheets (e.g., Microsoft Excel), and statistical data software (e.g., Statistical Package for the Social Sciences (SPSS).
Other Information	LICENSING 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: NOT APPLICABLE – NOTE: The Postdoctoral Fellow typically gains supervised qualifying pre-doctoral licensure hours required to take the national psychology licensing examination. The Postdoctoral Fellow does not provide services independently, working only under the supervision and counter signature of a licensed practitioner. TRAINING – Training Category = Limited Contact The employee is required to keep current with the completion of all required training including, but not limited to, current CPR certification. WORKING CONDITIONS The Postdoctoral Fellow is a Statutorily Exempt (Workweek Group SE) employee and is required to work in a variety of settings through the hospital as determined by the operational needs of the hospital. Employee is required to report to work on time, abide by shift scheduled hours, and follow established procedures for reporting absences. As a statutorily exempt employee, the employee is assigned a 40-hour work week schedule; however, may be

	required to work shifts of longer duration. The employee is expected to work under a psychology supervisor during working hours (or acting supervisor). The employee is to abide by hospital and DSH policies and procedures including but not limited to hospital Administrative Directives. The employee is to maintain a professional appearance and maintain professional, supportive interactions with other employees, patients, and the public. All employees are required to have an annual health review (including annual TB skin testing) and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and that they are able to safely perform their essential job functions. _____ (Duties in boldface font represent **essential functions**) _____ _____ _____ Employee Signature Print Name Date _____ _____ _____ Supervisor Signature Print Name Date _____ _____ _____ Reviewing Supervisor Signature Print Name Date