

## **Functional Statement**

### **Supervisory Psychologist/Chief, Mental Health Service Line**

#### **I. GRADE DETERMINING ELEMENTS**

##### **Essential Administrative/Supervisory Responsibilities (60% of time).**

1. Has direct administrative and professional supervision of 12 staff:
  - a. Associate Chief, MHSL/Supervisory Social Worker
  - b. Medical Director, MHSL/Psychiatrist
  - c. Administrative Officer, MHSL
  - d. 9 Staff Psychologists
2. Has service line administrative and professional supervision/accountability for 37 additional MHSL staff reporting to intermediate supervisors (a, b & c above):
  - a. 14 Psychiatrists
  - b. 7 Masters Level Social Workers
  - c. 4 Addiction Therapists
  - d. 3 Outpatient Registered Nurses
  - e. 3 Nurse Practitioners
  - f. 2 Vocational Rehabilitation Specialists
  - g. 2 Administrative Support Staff
  - h. 1 Physician Assistant
  - i. 1 Psychology Technician
3. Has programmatic oversight and shared responsibility for the 39 non-MHSL staff assigned duties within MHSL programs:
  - a. 10 Masters Level Social Workers in Social Work Service
  - b. 7 Patient Services Assistants in Health Administration Service (clinic clerks)
  - c. 1 Recreation Therapist in Voluntary Service
  - d. Inpatient Nursing Staff in Patient Care Services/Nursing
    - i. 9 Registered Nurses
    - ii. 4 Licensed Practical Nurses
    - iii. 8 Nursing Assistants
4. Has line and staff authority for resource allocations within Mental Health Service Line.
  - a. Ensures efficient operation of the Mental Health Service Line.
  - b. Prepares annual Budget Call for the Service Line.
  - c. Monitors and oversees Fund Control Points
  - d. Seeks additional resources as warranted, with use of data-driven criteria in support of all requests
5. Responsibilities include supervision of staff, program management, and administrative responsibilities that are complex in scope and that constitute a significant portion of the medical center. MHSL scope of service includes:
  - a. 20-bed Acute Inpatient Psychiatrist Unit
  - b. Mental Health Clinic
  - c. Chemical Addictions Rehabilitation Program (intensive outpatient)
  - d. PTSD Clinical Team
  - e. Mental Health Intensive Case Management

- f. 2 Community-Based Outpatient Clinics, with 3<sup>rd</sup> CBOC opening in FY07 – all of which include VA mental health staff
  - g. Returning Combat Veterans Outreach, Education and Clinical program
  - h. Military Sexual Trauma team
  - i. Compensated Work Therapy/Supported Employment
  - j. Consult/Liaison Team
6. Specifically, the incumbent has the supervisory responsibilities noted above, with additional responsibilities that include:
- a. Management of Human Resource aspects of service line operations, including hiring and disciplinary action, Labor/Management relations, performance appraisals, and professional boarding procedures for various disciplines.
  - b. Primary responsibility for all aspects of administration both within MHSL and in the relationship of MHSL to the VA Medical Center at large.
  - c. Monitors and reports to facility and VISN leadership regarding status of Mental Health Performance Measures for the Medical Center, with preparation and implementation oversight for any corrective actions necessary.
7. Decisions are made exercising wide latitude and independent judgment. The incumbent reports to the Chief of Staff, but largely operates on a day-to-day basis in an independent manner, with full responsibility to keep the supervisor apprised of activities and any issues in need of close collaboration.

**Fully meets the KSAs for the GS 14 level and demonstrates the following professional KSAs:**

1. Ability to effectively supervise and manage a large group of professional staff.
2. Ability to correctly assess qualifications and abilities of current and prospective employees.
3. Ability to develop appropriate productivity standards across program areas and professional disciplines.
4. Skill in interpersonal relationships, including conflict resolution and the ability to work collaboratively with supervisors from other service lines and departments.
5. Ability to deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.
6. Knowledge of the goals and objectives of the medical center and VISN and ability to communicate these to subordinates.

## **II. ENRICHING ELEMENTS**

**Other Administrative/Supervisory Responsibilities (5% of time).**

1. Consults with and serves as a resource for other service lines and facility leadership concerning the need for the development of mental health services.
2. Has responsibility for administrative oversight for the development of newly funded programs in Psychosocial Rehabilitation and Outreach to OEF/OIF veterans.
3. Responsible for coordination of a mental health response in the event of critical occurrences of violence at the facility, disasters, and/or mass casualty occurrences.

4. Develops responses to controlled correspondence at the Medical Center, VISN, and VACO levels, inclusive of responding to elected representatives and the OIG Hotline concerning patient care and other matters of public interest.
5. Stretch assignments as delegated that include:
  - a. Acting Medical Center Director
  - b. Acting Associate Director

**Clinical Responsibilities (5% of time).**

1. Provides psychodiagnostic services including assessment, including intermittent completion of Compensation & Pension evaluations.
2. Provides therapeutic interventions including individual therapy – may also provide clinical coverage for group therapy for unexpected absences of primary therapist.
3. Provides family education and intervention with complex cases on the inpatient ward.
4. Consults with staff regarding complex cases, ethical dilemmas, and situations in which patients present with disruptive behavior.
5. Maintains full clinical privileges as a member of the Medical Staff, and abides by Medical Staff By-laws for own practice and via oversight for Medical Staff within MHSL

**Program Evaluation (15% time)**

1. Oversees the establishment of program monitors and outcome measurements within programs using data-driven quality assurance processes.
2. Is responsible for timely completion of all program evaluations and documents required by the Medical Center or healthcare system, VISN, and VACO, ensuring compliance with appropriate accrediting bodies (such as JCAHO) and monitoring entities (such as NEPEC), as appropriate.

**Other Significant Responsibilities (15% time).**

1. Has contact on a regular and recurring basis with individuals representing widely divergent backgrounds, interests, and points of view. In particular, this individual:
  - a. Developed and maintains working relationships with health care peers at major military installations within the VAMC service area (XXXXXXXXXXXXXXXX)
  - b. Provides media interviews on elements related to provision of mental health services at the facility as requested/approved by Public Affairs Officer
  - c. Provides congressional staff and GAO briefings as requested
2. Represents MHSL as a standing member of the following:
  - a. Clinical Council
  - b. Executive Council
  - c. Strategic Planning Team
  - d. OEF/OIF Family Readiness Workgroup
  - e. ACA Steering Committee
3. Serves on rotating and intermittent assignments, including:
  - a. Resource Management Committee
  - b. Administrative Investigation Boards
  - c. Service Chief Selection Committees
  - d. Root Cause Analysis

Functional Statement: Dr. Xxxx Xxxxx  
Chief, Mental Health Service Line

- e. Fiscal audits
- 4. Serves as Chair, Disruptive Behavior Committee
- 5. Represents the medical center for VISN-level activities such as:
  - a. VISN # Mental Health Sub-council member
  - b. VISN # MHSL RFP Review Team
  - c. VISN # Mental Health ACA Coordinator
- 6. Prepares RFP's and grant proposals as needed. This is an increasingly important part of leadership at the service line, facility and VISN level. This Psychologist has assumed primary responsibility for leading the response efforts on all RFPs from the Office of Mental Health Services, VA Central Office for the preceding two years. Successful funding has been obtained for the following:
  - a. Returning Combat Veterans Outreach, Education and Clinical program – awarded FY05
  - b. PTSD Specialist Psychiatrist – awarded FY06
  - c. PTSD-related clinical training workshops – awarded FY06
  - d. Mental Health Modular Clinic (expansion space = 3300 sq ft) – awarded FY06
  - e. MH-PC Integrated Care RFP – submitted for FY07

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Chief, Mental Health Service Line

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DATE

CONCURRENCE: Approve/Disapprove

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XXXXXXXXXXXXXXXXXXXX  
Chief of Staff

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DATE