

**UNIVERSITY OF CALIFORNIA, DAVIS
HEALTH SYSTEM
POSITION DESCRIPTION**

A position description is used for recruiting, selecting, training, and evaluating employees, and for determining the correct classification of a position. It is maintained as an official record of the duties assigned to a position.

HUMAN RESOURCES DEPT USE ONLY

Approved Payroll Title: _____ Job Code: _____ CBUC: _____
Date Reviewed: _____ Effective Date: _____ Approver: _____
Cost Center: _____ Position Control Number: _____ Employee ID Number: _____

INSTRUCTIONS: Use the "Enter" key to move within a section (e.g., to begin a new paragraph). Use the "Tab" key to move from one section (shaded area) to the next.

SECTION 1: DEMOGRAPHIC INFORMATION

Cost Center: S-MNDR Position Control Number (PCN): 1010508
Name:
Current Payroll Title: Psychologist II
Department, Work Location, Work Phone #: MIND Institute, MIND Institute, TBD
Supervisor's Name, Payroll Title, Phone #: Dorcas Roa, PhD, Behavior Health Psychiatric Supv 2, 916-703-0267
Department Head's Name, Payroll Title, Phone #: Michele Ono, MS, Chief Administrative Officer, 916-703-0274

SECTION 2: BRIEF DESCRIPTION

Briefly describe the role of this position within the department:

The UC Davis MIND Institute is a research and clinical center whose mission involves awareness, understanding, prevention, care and treatment of neurodevelopmental disorders (NDDs). It is a matrix organization and encompasses over 250 faculty and staff from 14 academic departments with an annual operating budget of approximately \$3.5 million, contract and grant awards totaling approximately \$5 million, and gifts and endowments valued at approximately \$14 million. The MIND Institute also houses 4 federally funded Center grants: Intellectual and Developmental Disabilities Research Center (IDDRC), Center for Excellence in Developmental Disabilities (CEDD), Autism Center of Excellence, and Center for Children's Environmental Health; and 3 federally funded training grants: Autism Research Training Program, Developmental Behavioral Pediatric Training Program, and Leadership Education in Neurodevelopmental Disorders (LEND) training program.

This position spends the majority of its time in the MIND Institute Massie Family Clinic. The incumbent conducts clinical psychological assessments for individuals with suspected neurodevelopmental disorders and performs empirically based treatments (e.g., Social Skills Therapy and Cognitive Behavioral Therapy) on individuals with NDD diagnoses. In addition, the incumbent spends a small portion of time administering research assessments either through the MIND Institute IDDRC Clinical Translational Core or through a faculty member's research grant.

SECTION 3: SPECIAL CONDITIONS OF EMPLOYMENT

All health practitioners have mandatory reporting responsibilities when an adult (or a minor who meets special circumstances as described in UCDMC Hospital P&P 1408) presents at UCDHS as an outpatient or inpatient from any source, and if a person presents for treatment of injuries related to domestic violence; or if one has knowledge of or observes a child who one knows or reasonably suspects is the victim of child abuse; or if one has knowledge of, or reasonably suspects that an elder or a dependent adult is the victim of elder/dependent adult abuse. Non-health practitioners, who suspect that an individual is a victim of abuse as outlined above, are required to report their suspicions to a health practitioner. All employees have a mandatory responsibility for knowing and complying with the Code of Conduct standards and the Compliance Program.

Does this position have responsibility for handling money? No Yes (If yes, fingerprinting is required)

List license(s) and/or certification(s) that are required by law or University policy:

California License as a Clinical Psychologist

Describe other special conditions of employment that apply to this position:

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SECTION 4: SIGNATURES

EMPLOYEE

I have read this position description and understand its contents.

Name Date

IMMEDIATE SUPERVISOR AND DEPARTMENT HEAD

This position description accurately describes the essential duties assigned to this position.

Immediate Supervisor Name Date

Department Head Name Date

SECTION 5: ESSENTIAL FUNCTIONS

Describe the four to eight essential functions of this position. List the functions in descending order of importance. Using percentages of not less than 5%, assign a percentage that roughly approximates the amount of time spent performing each function. The total percentage of time must add up to 100%, whether the position is full-time or part-time.

For each function, describe the specific duties or tasks that are performed.

Function A Title: Clinical Services/Patient Care

% of Time: 80

Duties:

- Provide psychological services to children with neurodevelopmental disorders and their caregivers including Empirically Based Treatments (i.e., Social Skills Therapy, Cognitive Behavioral Therapy). Clinical duties may include the following:
 - Perform and complete patient/family psychological assessments consistent with department's policy and procedures.
 - Administer, score, and interpret standardized assessment measures, psychological tests, and outcome measures to children and/or their caregivers.
 - Diagnose and develop treatment plans and recommendations based on psychological assessments and identified needs of the patient/caregiver/referring party.
 - Provide intervention services to include individual, group, dyadic, and/or family therapy.
 - Arrange and participate in clinical consultation to staff, families, schools, and referral agencies in accordance with patient rights and confidentiality statutes/regulations.
 - Provide clinic and/or home-based patient/family education consistent with patient needs and the treatment plan.
 - Conduct Social Skills Group Therapy for children/adolescents with Autism Spectrum Disorder.
 - Conduct Cognitive Behavioral Therapy for children/adolescents with Autism Spectrum Disorder and Anxiety Disorder.
 - Identify and coordinate referral resources required to support/enhance the treatment of patient/families.
 - Perform assessments to determine risk of harm, including risk of abuse or neglect or harm to self or others.

Function B Title: Research Assessment

% of Time: 10

Duties:

- Perform developmental, psychological and behavioral assessments on research participants across the lifespan (from infancy to adulthood) with a variety of neurodevelopmental, behavioral, psychological and/or medical diagnoses.
- Complete research summaries for the developmental, psychological and behavioral assessments.

Function C Title: Other Duties

% of Time: 10

Duties:

- Document, in a manner consistent with department policy and procedures, clinical services rendered to or on behalf of the patient/family. Complete reporting and billing forms in accordance with agency and contract requirements. Provide written reports/notes/discharge summaries/administrative paperwork in accordance with required timeframes and agency procedures.
- Work collaboratively with other MIND Institute staff, patient family members, developmental and behavioral pediatricians, psychiatrists, and other service providers by attending and participating in department meetings, clinical supervision, training, inter-agency and intra-agency multidisciplinary case reviews or discussions (e.g., Hearts and MIND).
- Complete quality assurance procedures and participate in internal and/or county utilization reviews. Participate in internal quality assurance subcommittees to support the overall mission of the MIND Institute.
- Facilitate the implementation of clinical research projects.
- Participate in additional activities as assigned, including but not limited to program development activities and/or preparation of scientific publications.
- Participate in administrative staff meetings and complete required training modules, annual reviews and health clearance (e.g., TB) by specified due dates. Complete administrative forms (e.g., vacation requests, continuing education log).

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Function D Title:

% of Time:

Duties:

Function E Title:

% of Time:

Duties:

Function F Title:

% of Time:

Duties:

Function G Title:

% of Time:

Duties:

Function H Title:

% of Time:

Duties:

SECTION 6: SKILLS, KNOWLEDGE AND ABILITIES

List in descending order of importance, the skills, knowledge and abilities necessary for successful performance of the essential functions of this position.

Possess State of California Clinical Psychologist License or Clinical Psychologist License in another state and in the process of applying for California licensure.

Knowledge and clinical experience of empirically based treatment (e.g., Social Skills Group Therapy for children with autism spectrum disorder and Cognitive Behavioral Therapy).

Knowledge of psychological assessment instruments, ability to evaluate and interpret results, ability to develop and make treatment recommendations, and recommendations for case plans and case dispositions for individuals with neurodevelopmental disorders. Knowledge of psychiatric diagnoses, as described in the Diagnosis and Statistical Manual ' version 5 (DSM-5).

Knowledge and understanding of individual, child, and family development, human behavior and communication, the influence of culture and values in clinical practice, case management, and research.

Excellent interpersonal and communication skills: verbal, written and listening. Ability to work diplomatically with a wide variety of people. Ability to convey instructions, directions and information appropriately and accurately. Ability to work as a team member.

Knowledge of child, elder abuse, and domestic violence reporting requirements, and other significant legislation and laws regulating mental health work practice (e.g., Tarasoff, patient confidentiality, etc.). Ability to make appropriate interventions based on law and policy.

Ability to communicate and interact effectively with children and their caregivers.

Good writing, verbal, and planning skills. Ability to write clear and concise reports.

Ability to successfully manage conflict.

Ability to work under direct supervision.

Ability to organize a variety of concurrent activities, set realistic goals and objectives, plan ahead and meet deadlines without compromising quality.

Ability to direct the actions of others effectively in order to accomplish tasks and functions.

Collaboration on clinical research projects requires the ability to assist in conceptualizing the development and planning the tasks necessary for the implementation of clinical research. Awareness of clinical research methodology, design, statistical test, computer software, and clinical interpretation of data results.

Knowledge of community resources.

Ability to conceptualize clinical situations and demonstrate application of theory in case management and psychotherapeutic responsibilities.

Ability to use clinical supervision to enhance professional growth and examine clinical work.

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Knowledge of suicidal behavior, the ability to assess lethality, and to develop appropriate treatment plan.

Ability to apply cultural competency standards to clinical care.

SECTION 7: POSITIONS SUPERVISED BY THIS POSITION

Payroll Title

FTE

SECTION 8: EMPLOYEE RESPONSIBILITY FOR CONFIDENTIALITY

Each UCDHS employee is responsible for adhering to the following requirements pertaining to confidentiality. California law and University policy prohibit the unauthorized disclosure of any information regarding a patient's medical history, mental or physical condition, or treatment, without the express authorization of the patient or the patient's legal representative. The unauthorized or improper disclosure of confidential work related information obtained from any source on any work-related matter is a violation of University policy. A breach of confidentiality may result in corrective action up to and including termination from employment. Improper or unauthorized disclosure of confidential information includes, but is not limited to, patient medical information, financial information, and personnel data.

SECTION 9: EMPLOYEE RESPONSIBILITY FOR PATIENT ASSESSMENT, TREATMENT, OR CARE

If this position has some responsibility for the assessment, treatment, or care of patients, check the age groups of those patients served.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Infants (0 – 12 months) | <input checked="" type="checkbox"/> Adults (18 years and older) |
| <input checked="" type="checkbox"/> Children (12 months – 15-1/2 years) | <input type="checkbox"/> Geriatrics (65 years and older) |
| <input checked="" type="checkbox"/> Adolescents (9 years – 18 years) | |

SECTION 10: UCDHS AFFIRMATIVE ACTION PROGRAM

All supervisors and managers are responsible for actively supporting and implementing the UCD/UCDHS Affirmative Action Program by demonstrating efforts to diversify staff in all selection and promotional opportunities; communicating program objectives to staff; establishing and maintaining a bias-free work environment; and providing opportunities for staff to obtain further training and expertise which will enhance the likelihood of upward mobility.

Non-supervisory staff are also responsible for demonstrating their commitment to the Affirmative Action Program. A measure of this commitment is gaining knowledge and increasing sensitivity to the program itself and participating in activities which support the total diversity and affirmative action goals of UCDHS.

This position's responsibility to the Affirmative Action Program is:

This position will participate in activities which support the total diversity and affirmative action goals of UCDH.

SECTION 11: EFFECTIVE COMMUNICATION

Effective communication is essential in the Health System environment. Each employee shall develop and foster open lines of communication both within her/his department and throughout the Health System as deemed appropriate and necessary.

This position's responsibility to promoting effective communication is:

This position requires extensive personal and telephone contact with patients/families, physicians, clinicians, nurses and numerous community agencies on a daily basis. The incumbent handles sensitive/highly confidential information related to patient care. The incumbent will maintain a courteous, respectful tone when communicating in person, via telephone or in writing will all colleagues, patients and the general public.

SECTION 12: SAFETY

Check below this position's responsibilities and obligations with regard to workplace health and safety.

- Must be familiar with and comply with specific and detailed safety procedures, such as biosafety and confined entry requirements, radiation safety and biosafety protocols, asbestos removal procedures, specifics of Material Safety Data Sheets, etc.

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Must be able to appropriately fit and wear personal protective equipment (PPE) such as TB masks, goggles, face shields, gowns, gloves and protective safety equipment such as safety glasses and safety shoes.

Must participate in medical monitoring programs, including film badges, cholinesterase tests, bioassay tests, tuberculosis tests, serum tests, etc.

Must participate in preventive medical programs, including immunizations, medical surveillance, and physical examinations.

All supervisors and managers are responsible for preventing accidents, providing required safety training, observing safety standards and general safety requirements, and ensuring their staff complies with relevant health and safety responsibilities and obligations.

SECTION 13: SMOKE AND TOBACCO-FREE WORK ENVIRONMENT

Improving health and maintaining a healing environment is our top priority and as such, the Health System is committed to a smoke and tobacco-free environment. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited in all outdoor areas surrounding health system facilities and buildings on UC Davis' Sacramento campus. For most other health system locations, smoking is prohibited indoors and in any outdoor area on UC Davis Health System property, owned or leased. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) is also strictly prohibited inside any vehicle owned, leased or occupied by UC Davis Health System or its employees (regardless of where the vehicle is situated), and in any vehicle parked at a location where smoking is completely prohibited. (UCDHS No Smoking and Tobacco-Free Policy ID: 1628)

All supervisors and managers are responsible for observing these standards and ensuring their staff complies at all times.

PRINCIPLES OF COMMUNITY

The Principles of Community affirm the inherent dignity in all of us, the right of freedom of expression, the responsibility to reject discrimination and the need to build a community of mutual respect and caring. The Principles of Community are stated below:

"The University of California, Davis, is first and foremost an institution of learning and teaching, committed to serving the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances. The successful conduct of the university's affairs requires that every member of the university community acknowledge and practice the following basic principles:

We affirm the inherent dignity in all of us, and we strive to maintain a climate of justice marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore we will endeavor to foster mutual understanding among the many parts of our whole.

We affirm the right of freedom of expression within our community and affirm our commitment to the highest standards of civility and decency towards all. We recognize the right of every individual to think and speak as dictated by personal belief, to express any idea, and to disagree with or counter another's point of view, limited only by university regulations governing time, place and manner. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect.

We confront and reject all manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in our various achievements, and we celebrate our differences.

We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of spirit and purpose based on mutual respect and caring."

The National Standards for Culturally and Linguistically Appropriate Health Care Services (CLAS) affirms the responsibility of health care workers to provide understandable, effective and respectful care in a manner compatible with a patient's cultural health beliefs and practices and preferred language. UCDHS supports CLAS and the Principles of Community by recruiting, retaining and promoting a diverse employee population while proudly serving a diverse patient population.

The fourteen CLAS Standards can be reviewed at http://www.ucdmc.ucdavis.edu/hr/hrdepts/eod/clas_1_14.html.