

## **NAP Preferred Psychometrist Job Description**

### General Description

A psychometrist is responsible for the administration and scoring psychological and neuropsychological tests under the supervision of a clinical psychologist or clinical neuropsychologist. Additionally, a psychometrist will also make note of behavioral observations during the course of the assessment that may be used by the psychologist to aid in test interpretation. The psychometrist may also be responsible for collecting demographic information from a patient.

In addition, this person may also be responsible for various clerical or administrative duties that include but are not limited to: patient scheduling, billing and coding of procedures, and procurement of office and testing supplies.

The minimum education level for a psychometrist is a Bachelor's degree in Psychology or a related field from an accredited college or university.

Facilities that employ many psychometrists of varying experiential and educational levels may adopt a tiered system in which to categorize psychometrists. For example, a senior psychometrist may hold the title of Lead Psychometrist and have increased responsibilities for the training and oversight of junior psychometrists. The following is an example of how facilities may categorize psychometrists.

## **Psychometrist I**

### **PURPOSE OF POSITION:**

To become familiar with and increase knowledge of standardized psychological test batteries, evaluating cognitive, academic and behavioral status.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Administer and score psychological tests as defined in competencies for a Psychometrist I.
2. Score tests administered, including objective personality tests administered by Psychologist.
3. Provide a written summary of the patient's behavior during testing, including any interactions with the patient's parents or peers that may be observed incidentally.
4. Write progress notes in the medical record to keep hospital personnel informed of the status of referrals.
5. Attend training conferences offered by the department as well as by outside organizations.
6. Participate in establishing job requirements and goals; perform duties at the desired level of competency.
7. Review and ensure timeliness, accuracy, and availability and security of information.
8. Comply with Infection Control and Health and Safety policies and procedures.
9. Understands, adheres to and models Core Standards as defined organizationally and specifically within the department/unit.
10. Perform other duties as assigned.

## **Psychometrist II**

### **PURPOSE OF POSITION:**

To administer and score psychological test batteries evaluating cognitive, academic, neuropsychological, behavioral, and emotional status in order to assist Psychologists, Psychiatrists, Neurologists, and other medical professionals in treatment decisions. To administer standardized testing appropriate to determine localization of brain lesions, ability to return to school after injury or illness, appropriate school placement, learning disability, and other treatment decisions. To provide technical support to Psychologists on specialty teams and clinical research projects.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Administer and score psychological tests as defined in competencies for a Psychometrist II.
2. Score tests administered, including objective personality tests administered by Psychologist.
3. Provide a written summary of the patient's behavior during testing, including any interactions with the patient's parents or peers that may be observed incidentally.
4. Ensures that inpatients referred to the division for testing are seen in a timely manner.
5. Discuss progress of inpatients with other health professionals; keep psychologist informed of their status.
6. Write progress notes in the medical record to keep hospital personnel informed of the status of referrals.
7. Assist with research projects and special groups.
8. Attend training conferences offered by the department as well as by outside organizations.
9. Train scoring clerk.
10. Assists Business Director and Psychologist in Satellites in keeping insurance authorizations current.
11. Informs Satellite personnel of patient insurance co-pays.
12. Participate in establishing job requirements and goals; perform duties at the desired level of competency.
13. Review and ensure timeliness, accuracy, and availability and security of information.
14. Comply with Infection Control and Health and Safety policies and procedures.
15. Understands, adheres to and models Core Standards as defined organizationally and specifically within the department/unit.
16. Perform other duties as assigned.

## **Psychometrist III**

### **PURPOSE OF POSITION:**

To administer and score psychological test batteries evaluating cognitive, academic, neuropsychological, behavioral, and emotional status including those patients which are difficult, complex or have disorders in a specialty, in order to assist Psychologists, Psychiatrists, Neurologists, and other medical professionals in treatment decisions. To administer standardized testing appropriate to determine localization of brain lesions, ability to return to school after injury or illness, appropriate school placement, learning disability, and other treatment decisions. To provide technical support to Psychologists on specialty teams and clinical research projects. Provide clinical, departmental, and professional leadership within the department.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Administer and score psychological tests as defined in competencies for a Psychometrist III.
2. Assists clinical psychologists in selection of test to be administered. Trouble-shoot difficult testing situations and administer tests that are developmentally appropriate for the child.
3. Adapt the administration of test to the specific needs of each patient while staying within the standardized procedures set forth for each specific test.
4. Score tests administered, including objective personality tests administered by Psychologist.
5. Ensures that inpatients referred to the division for testing are seen in a timely manner.
6. Discuss progress of inpatients with other health professionals; keep psychologist informed of their status.
7. Write progress notes in the medical record to keep hospital personnel informed of the status of referrals.
8. Assist with research projects and special groups.
9. Attend training conferences offered by the department as well as by outside organizations.
10. Train new psychometrists and scoring clerks.
11. Acclimate new neuropsychology fellows, residents and research assistants to the psychometrist position and the collaborative relationship.
12. Assists Business Director and Psychologist in Satellites in keeping insurance authorizations current.
13. Informs Satellite personnel of patient insurance co-pays.
14. Provide for the exchange of appropriate patient care and clinical information when patients are admitted, referred, transferred or discharged. Provide data for Psychologists which will contribute to the assessment of a patient's needs, the organization's capability to provide care or treatment and the appropriate level of care.
15. Participate in improving organizational performance through recommending areas or approaches for improvement activities, performing new procedures, collecting data and providing input to departmental discussions.
16. Participate in establishing job requirements and goals; perform duties at the desired level of competency.
17. Review and ensure timeliness, accuracy, and availability and security of information.
18. Comply with Infection Control and Health and Safety policies and procedures.
19. Understands, adheres to and models Core Standards as defined organizationally and specifically within the department/unit.
20. Perform other duties as assigned.

These job descriptions were adapted from those at the Cincinnati Children's Memorial Hospital in Cincinnati, Ohio and were provided by Donna Diederhoffer, CSP.

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