TITLE: Psychometrist

BASIC FUNCTION AND RESPONSIBILITY

To administer, record and score standard neuropsychological and general psychological tests used in the diagnosis of neurological and psychological disorders.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Essential:
- Explain test procedures to patients and provide instruction on how to relax for any type of neuropsychological or general psychological test.
- Administer neuropsychological or general psychological tests, observing and assisting patients who demonstrate anxiety and resistance.
- May assist in the supervision and training of other Psychometrists in test administration, interpersonal skills and laboratory procedures.
- Record test results ensuring adherence to testing and data collection protocols, including behavioral observations.
- Score all test results, organize and present data in summary form.
- Prepare and maintain testing materials and laboratory equipment.
- Participate in case review conferences.
- Participate in in-service instruction in new psychological tests and techniques.
- May assist in scheduling patients for testing, confirming appointments and coordinating caseload among staff.
- May assist in maintaining patient test files.
- May assist in research projects by collecting and coding data.
- May participate in patient conferences and technical meetings.
- May generate written reports.
- Process patient care orders using the electronic ordering system may be required in certain areas.

RELATED DUTIES

Perform other related duties as assigned.

SUPERVISION RECEIVED

General supervision is received from Clinical Psychologists or other designated officials.

SUPERVISION EXERCISED

May exercise functional supervision over other Psychometrists.

QUALIFICATIONS

A Master’s degree in Psychology or related field or an equivalent combination of education and experience is necessary.
A limited licensure as a Psychologist is necessary.
Some experience in neuropsychological testing is necessary.
This classification requires Primary Source Verification.

PHYSICAL REQUIREMENTS
Classification Description
University of Michigan

This position requires infrequent standing/walking, as well as lifting, positioning, pushing, and/or transferring of patients.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.