

**Job Class Profile:** Psychometrist

**Pay Level:** CG-33 **Point Band:** 718-741

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	4	6	4	4	4	2	3	
Points	233	83	25	29	120	87	83	43	32	735

## JOB SUMMARY

The Psychometrist provides advanced and highly specialized psychological testing and assessment services of all aspects of clients' cognitive function affecting treatment decisions. Work involves the coordination of all referrals, performs preliminary interviews, administers standardized and experimental psychological tests, records client responses, prepares reports, and performs office management activities. Work is performed in hospitals, health care agencies, and institutions.

### Key and Periodic Activities

- Gathers and reviews client documentation; conducts interviews with clients; administers, scores and provides an interpretation of a variety of cognitive, perceptual, language, motor and sensory testing.
- Consults with multidisciplinary team including psychologist to discuss clients' assessment; communicates test results to psychologists through scored test formats and verbal and/or written reports; and writes progress notes/reports on charts indicating intellectual ability/mental status.
- Maintains and orders all test material inventory.
- Schedules and coordinates all appointments.
- Maintains all client files and consults with psychologist on caseload review.
- Records statistics for workload measurement, and serves on internal and external committees to assist, and provides input in to policy and procedure development.
- Prepares and presents clinical case reviews for monthly psychology rounds/in-services.
- Instructs psychology interns and new psychology staff in testing procedures.
- Monitors mental status of clients through formal and informal reassessment techniques.
- Attends clinical case conferences and family meetings to present, discuss results and implications of assessments, and to address family concerns with respect to client's cognitive status.
- Completes statistical reports.
- Attends staff meetings and relevant psychology lectures and workshops.

## SKILL

Knowledge
<p><b>General and Specific Knowledge:</b></p> <ul style="list-style-type: none"> <li>— Psychometrics</li> <li>— Specialized knowledge of psychological assessment tools</li> <li>— Technical knowledge of testing procedures</li> <li>— Psychology (i.e. cognitive, perceptual, memory and personality)</li> </ul> <p><b>Formal Education and/or Certification(s):</b></p> <ul style="list-style-type: none"> <li>— Minimum: Undergraduate degree in Psychology</li> </ul> <p><b>Years of Experience:</b></p> <ul style="list-style-type: none"> <li>— Minimum: 1-2 years</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>— Computer based software</li> <li>— Oral and written communication skills</li> <li>— Analytical and assessment skills</li> </ul>
Interpersonal Skills
<ul style="list-style-type: none"> <li>— A range of interpersonal skills are used to listen and provide information; to conduct formal interviews in order to collect confidential information for assessment purposes; provide care and comfort to the client in order to establish rapport; instruct/train/teach psychology students and new staff regarding psychological tests and procedures and clients on the procedures/instruments during testing; promote the service to clients; provide expert advice or counselling to clients and health professionals regarding tests and testing procedures; and deal with upset clients who may have complex medical problems and/or have varying degrees of cognitive deficits in order to gain their cooperation. The most important skills used are to listen and gather information from clients and to build rapport with them in order to provide care and comfort, and to communicate with psychologists and other health professionals regarding clients' assessments.</li> <li>— Communications occur with employees in the immediate work area and department, other departments and organization for consultation during assessment of clients, and psychologists and clients for testing, interviewing, and assessments. Interactions also occur with professional associations and advisors and students.</li> </ul>

## EFFORT

Physical Effort
<ul style="list-style-type: none"> <li>— Work demands do not result in considerable fatigue requiring periods of rest.</li> <li>— Occasionally, there is lifting or physical strength required to move objects less than 10 lbs (i.e. books and files), and objects such as furniture between 10 – 25 lbs, in order to administer tests in a safe environment.</li> <li>— Constantly sits to consult with clients where freedom of movement may be restricted during the interview and testing phases. Also sits to a desk to write reports and to perform work on a computer. Occasionally, works in awkward or cramped body positions when observing and</li> </ul>

recording client behaviour; pushes and pulls clients in wheelchairs; stands to observe clients; and walks to visit and consult with clients in hospital.

- When performing testing, demonstrating skills or tests to clients, and working on the computer, uses fine finger/precision work and hand tools requiring accurate control and steadiness.

### Concentration

- **Visual concentration** is required when testing clients. There is intense observation of clients during the testing process to evaluate whether clients have any deficits, etc. Also, the tests administered require observation of stimuli presented in many different formats and at varying degrees of speed requiring a high degree of vigilance and attentiveness.
- **Auditory concentration** is required when assessing clients, as many of the tests administered will require the client to respond verbally which may be complicated by a client's ability to express language.
- **Other sensory concentration includes the sense of touch** which is used during the testing and assessment process, sometimes to demonstrate a concept.
- **Higher than normal levels of attentiveness and carefulness** are required during administration of tests and observation of clients during assessment. Attentiveness and carefulness are also required when assessing clients whose behaviour may be aggressive or confused, in order to ensure health and safety of clients and staff.
- Examples of tasks that are **repetitive requiring alertness** occur during the administration of tests (i.e. administering stimuli during testing and recording the client's response).
- There is **lack of control over the work pace** due to the unpredictable number of clients that need to be seen, the time pressures in completing assessments, and reporting results. **Interruptions** often occur due to the nature of the setting for the assessment (i.e. hospital rooms), where there are a continuous flow of staff, clients, and family members.
- **Eye/hand coordination** is required to write up test results, file charts, and administer tests. Tests may require the demonstration of fine motor or visual perceptual abilities.
- The need for **exact results and precision** is high when testing, administering, and assessing clients, as results may become factors in decisions related to the clients care.

### Complexity

- Tasks and activities are similar/related in terms of the skills and knowledge used.
- The complexity of work tasks varies but is related to the highly specialized psychological testing and assessment services provided. Work involves the coordination of referrals, conducting preliminary interviews, administering standardized and experimental psychological tests, recording client responses, preparing reports and completing related office management activities.
- The most typical challenge or problem is obtaining reliable and valid test data from difficult clients. For example, some clients present with challenging issues (i.e. low literacy skills, inability to speak, etc.), and this requires the testing format to be changed or for the Psychometrist to find tests/tasks that will yield meaningful results, in order to accommodate these issues while maintaining the standardized properties of the test.
- When addressing typical problems, can consult with psychologists, review and follow guidelines and the code of ethics from the Canadian Psychological Association (CPA), guidelines for psychological testing, and policy and procedure manuals.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are generally prescribed or controlled.
- Work is performed under the general supervision of a clinical psychologist; however, decisions are made independently related to the administration, scoring, and initial interpretation on a variety of predetermined psychological tests/or areas to test. Also can order materials and make decisions related to what information is required to collect for testing. May exercise a considerable degree of independent judgment in test selection and assessment after consulting with the supervising psychologist.
- Requires approval for purchases such as some supplies, testing material, commitment of time on behalf of the organization, and policy and process changes. Consults with the psychologist on issues of client bookings or special requests from referring agents.
- Psychometrists exercise a high degree of discretion when assessing clients, giving feedback, and decisions related to the level of intensity during the testing session. Discretion and judgement are used to interpret directions and apply guidelines in administering tests. Exercises discretion within predetermined limits and procedures in relation to their workload and the pace of the work.
- Gives interpretations of test results to psychologists and other health disciplines who make professional decisions regarding clients diagnosis and treatment options.

### Impact

- There are impacts within the immediate work area, in and outside the department, the organization, public, and the client.
- There are positive and negative impacts on clients, as testing results aid in decisions made by the team and physician in the diagnosis and treatment of the client or provide a clear picture/diagnosis of a client's cognitive status.
- Work activities also impact resources such as processes and systems, information (i.e. treatment decisions), finances (i.e. tests), material resources, health and safety, and corporate image.
- Typical errors are errors in test scores, or an inaccurate interpretation of test scores resulting in the misdiagnosis and delays in treatment.
- There are guidelines, procedures, and checks and balances in place to help mitigate any errors as the work is reviewed by a registered psychologist and errors are identified with hours, typically by incumbents or a psychologist.

### Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides on-the-job advice/guidance, feedback, orientation, and on-the-job training of the various tests/procedures to new employees and students.
- Does not perform team or project lead responsibilities.

## WORKING CONDITIONS

### Environmental Working Conditions

- When seeing clients, follows safety standards and practices such as monitors their physical safety and surroundings, and may be required to wear a respirator, a gown, and mask in the case of seeing infectious clients.
- There is a limited likelihood of minor injury, illness, fracture, partial or total disability, as safety standards are in place within the organization to mitigate potential areas of risk.
- Occasionally, exposed to unusual/distracting noise, glare from a computer screen, dirt, dust, infectious diseases, bodily fluids and waste, odours, and physical dangers or threats (i.e. upset client).