

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612

COOK COUNTY HEALTH
& HOSPITALS SYSTEM



Job Code: 6749
Grade: K
FLSA: Exempt

Standard Job Description

Job Title
Neuropsychologist

Department
Psychiatry

Job Summary

Under the direction of the Chair of the Department of Psychiatry, the Neuropsychologist provides neuropsychological screening and testing for adults and adolescents throughout Cook County Health & Hospitals System (CCHHS) with a primary focus at the John H. Stroger, Jr. Hospital and Fantus Primary Care. Helps coordinate the department of Psychiatry Neuropsychology service, directing neuropsychologists, and clinical neuropsychology students.

This position is exempt from Career Service under the CCHHS Personnel Rules.

Typical Duties

- Provides psychological evaluation and consultation to adolescents and adults as consultant throughout all CCHHS locations. This consultation can include assessment of dangerousness, competence for medical-decision making, psychiatric referral/treatment, and performing psychotherapy when required.
- Conducts evaluations for diagnosing cognitive, behavioral, or neurological disorders which may include epilepsy, stroke, movement disorders, multiple sclerosis, dementia, etc.
- Collaborates with medical/surgical staff on specific matters of cognitive rehabilitation needs, patient safety, and ability to provide informed consent in a timely manner.
- Maintains up-to-date testing equipment and coordinates budgetary requests for neuropsychological measures and equipment.
- Documents all encounters with patients in the electronic medical record and communicates diagnoses and treatment recommendations to appropriate medical staff.
- Works to maximize patient flow, decrease assessment wait times, and improve patient-centered care through consistent collaboration with multi-disciplinary professionals and referring providers.
- Reports any suspected abuse or neglect in accordance with Illinois state law and CCHHS policies and procedures.
- Conducts research to determine the link between behavior and brain function.
- Attends required meetings and participates in assigned committees.
- Participates in necessary peer review and quality assurance activities.
- Performs related duties as required.

Reporting Relationships

Reports to the Department of Psychiatry Chair and Adult Psychiatry Division Chief

Minimum Qualifications

- Active License as a Psychologist in the State of Illinois.
- Board Certified as a Clinical Psychologist by the American Board of Clinical Neuropsychology (ABCN) or American Academy of Clinical Neuropsychology (AACN). All neuropsychologists that become board certified on or after January 1, 2015 must work toward maintenance of certification (MOC) by engaging in continued education and professional activities, and must complete a self-evaluation once every ten years.
- Minimum of three (3) years of experience practicing neuropsychology or clinical neuropsychology in medical setting(s).
- Experience providing neuropsychology treatment in inpatient, outpatient, and emergency neuropsychological consultations to medically ill patients.

Preferred Qualifications

- Experience with an urban population with significant substance abuse comorbidities preferred.
- Bilingual in English and Spanish

Knowledge, Skills, Abilities and Other Characteristics

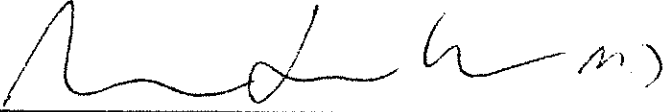
- Considerable knowledge of the principles and practices of neuropsychology.
- Knowledge and understanding of illnesses, injuries, and diseases of the brain and nervous system and the effect on individuals.
- Thorough knowledge and understanding of the Health Insurance Portability and Accountability Act (HIPAA) to ensure the protection of the confidentiality and security of healthcare information for all patients.
- Excellent verbal and written communications skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups.
- Strong customer service and empathy skills.
- Skill in the teaching, training and supervision of psychology trainees in psychiatric assessment, psychotherapeutic methods and psychological testing.
- Good phone and email etiquette skills with strong response times.
- Good personal computer skills and knowledge of Microsoft Office Suite applications.
- Demonstrated analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills.
- Ability to prioritize, plan, and organize projects and tasks.
- Ability to multi-task and meet deadlines in a fast paced and stressful environment.
- Ability to adhere to department policies and standards utilizing best practices.
- Ability to maintain a professional demeanor and composure when challenged.
- Ability to function autonomously and as a team member in a multidisciplinary team.
- Ability to train by presenting concepts and demonstrating tasks.
- Ability to see and hear clearly (including with correction).
- Ability to tolerate exposure to unpleasant noise, odor and temperature.
- Ability to prepare and maintain clear, concise and accurate patient records and reports and to maintain the confidentiality of this information at all times.
- Demonstrated attention to detail, accuracy and precision.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:  10/7/16
Andrew Segovia Kulik, M.D. Date
Chair of the Department of Psychiatry

Approval: _____ Date
Gladys Lopez
Chief of Human Resources