1009.0 Psychological Testing: Roles and Responsibilities of Psychologists, Psychological Assistants, and Psychological Unlicensed Personnel

1009.1 Policy Approval Clearance Record

This policy supersedes: N/A	Number of pages in Policy: 5
Date:	Date Policy Effective:
n/a	8/24/12
Date:	Policy Lead:
8/24/12	Daniel F. Gunnarson, Ph.D.
	Date: n/a Date:

1009.2 Statement of Purpose

- **Policy Statement:** Licensed Psychologists, Psychological Assistants, and other designated qualified unlicensed clinical staff will provide timely, valid psychological testing to benefit agency consumers and their treatment teams.
- **Purpose:** To define procedures for ensuring that Licensed Psychologists, Psychological Assistants, and other designated qualified unlicensed clinical staff conduct psychological testing in accordance with relevant State statutes and administrative codes, American Psychological Association Ethical Guidelines, and psychological test publishers' user qualification levels.

1009.3 Authority

NRS 641.027, 641A.031, 641A.065, & 641.152 NAC 641.011, 641.151 & 641.168

Other: Pearson Education, Inc. Clinical Assessment User Qualification Codes; PAR-Psychological Assessment Resources, Inc. User Qualification Levels

1009.4 Unique Definitions and Acronyms

- **Psychological Assistant:** a post-doctoral clinician (i.e., Ph.D., Psy.D., Ed.D.) working under the direct supervision of a Licensed Psychologist and registered with the State Board of Psychological Examiners.
- **Psychological Unlicensed Personnel:** clinical staff that are not licensed pursuant to Chapter 641 of NRS but who may perform specified types of psychological testing under the direct supervision and periodic observation of a Licensed Psychologist.
- **Psychologist:** a person who is a graduate of an academic program approved by the State Board of Psychological Examiners and who is qualified to practice psychology by reason of education, practical training and experience determined by the Board to be satisfactory, and has received from the Board a license to practice psychology.
- **1009.4.5 User Qualification Level:** competency-based guidelines that restrict the use of psychological tests to professionals trained to administer, score and interpret such tests.

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1009.5 Procedures

1009.5.1 Referral for Psychological Testing

- **A.** All referrals for psychological testing will be submitted electronically via completion of the most recently dated version of the Psychological Services Psychological Testing Electronic Referral Form (Attachment A). The completed electronic form is to be submitted by referring clinicians via secure email to the Psychological Services clinical and support staff persons designated on the form.
- **B.** Submitted referrals will be reviewed twice per month during the regularly scheduled Psychological Services teleconference (e.g. the 2nd and 4th Wednesday of each month).
- **C.** During this review, the most appropriate Psychological Services staff person to conduct testing, and the specific psychological testing strategies and instruments to be used, will be determined based on the referral information and the availability of testing materials and Psychological Services staff.

1009.5.2 Psychological Testing Roles and Responsibilities for Specific Testing Providers

- A. <u>Licensed Psychologists:</u> May conduct psychological testing without supervisory oversight or co-signatory per each test publisher's user qualification level and within the scope of their training and experience with the specific psychological test instruments to be used. To ensure competent, valid psychological testing and interpretation, they will provide supervision, serve as co-signatory, and assume ultimate responsibility for the validity of psychological testing conducted by Psychological Assistants, and by Psychological Unlicensed Personnel.
- **B.** Psychological Assistants: May conduct psychological testing only with direct supervisory oversight and co-signature by a Licensed Psychologist per each test publisher's user qualification level and within the scope of their and their supervising Licensed Psychologist's training and experience with the specific psychological test instruments to be used. Supervisory activity will be documented by the supervising Licensed Psychologist's co-signature on Psychological Assistants' electronic progress notes and original hard copy testing reports.
- C. Psychological Unlicensed Personnel: May conduct psychological testing only with direct supervisory oversight, including periodic observation, and co-signature by a Licensed Psychologist per each test publisher's user qualification level and within the scope of their and their supervising Licensed Psychologist's training and experience with the specific psychological test instruments to be used. Periodic observation by the supervising Licensed Psychologist will occur minimally, but not be limited to: administration of one test battery every 90 days, situations in which Psychological Unlicensed Personnel are learning to use an unfamiliar psychological test instrument, and situations in which the supervising Licensed Psychologist is concerned about the validity of testing conducted by Psychological Unlicensed Personnel. Supervisory activity will be documented in separate notes by both the supervising Licensed Psychologist and the Psychological Unlicensed Personnel in the consumer's electronic record progress note section.
- **D.** All Testing Providers: Upon completion of the written psychological testing report, a signed hard copy will be filed by the report author in the Assessment section of the consumer's paper medical record and, when technically feasible, a copy will be filed electronically in a designated section of the consumer's electronic medical record.

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1009.5.3 Timelines

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
Psychological Testing Electronic Referral Form (Attachment A)	N/A	N/A	Referring Clinician	Referring Clinician submits referral form to designated Psychological Services clinical and support staff as secure email attachment
Psychological Testing Electronic Referral Form (Attachment A)	Next scheduled Psychological Services teleconference following submission of referral form	Date of submission of referral form by Referring Clinician	Psychological Services clinical and support staff	Review of referral form; Assignment to specific Psychological Services staff; Determination of specific psychological tests to be administered; Transfer of data to current fiscal year tracking spreadsheet; Electronic archiving of original referral form
Hard Copy Psychological Test Report	Within one (1) working day of report completion	Date of assignment of testing to designated Psychological Services clinical staff	Psychological Test Report Author	Hard Copy Psychological Test Report to be filed in Assessment section of consumer's paper medical record
Electronic Copy Psychological Test Report	Within one (1) working day of report completion	Date of assignment of testing to designated Psychological Services clinical staff	Psychological Test Report Author	When technically feasible, Electronic Copy Psychological Test Report to be filed in designated section of consumer's electronic medical record

1009.5.4 Documentation

A. Documentation (paper): None

File Location	Data Required
Assessment section of consumer's paper medical record	Hard Copy Psychological Test Report

B. Documentation (electronic):

File Location	Data Required
Z: drive-Clinical Folder-Psych Folder- MHFY(current FY spreadsheet)DATA	Original Referral Form; Referral Form information transferred to data tracking spreadsheet
Designated section of consumer's electronic medical record	Electronic Copy Psychological Test Report

Supervisory Responsibilities: Supervisors will provide in-service training to ensure all Psychological Services staff members understand the requirements of this policy and its procedures. Supervisors will revisit this policy periodically, but no less than annually to identify recommendations for improvement.

1009.6 Policy Cross Reference

1009.6.1 3.1001 – Completion of Clinical, AVATAR and Financial Paperwork

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1009.7 Attachments

1009.7.1 RS1009A: Psychological Services Psychological Testing Electronic Referral Form

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Division of Mental Health and Developmental Services Rural Clinics

1009.7.1

RS10097A:

Psychological Services Psychological Testing Electronic Referral For

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RURAL CLINICS-PSYCHOLOGICAL SERVICES

PSYCHOLOGICAL TESTING-ELECTRONIC REFERRAL FORM

*Submit as a Secure Email attachment to Daniel F. Gunnarson, Ph.D., and cc: to Ellen Brock, Clinical AA

maividuai	l's name:	Date of Birth:
AVATAR	TAR# Center:	
Referring	Clinician:	
Individual	l's phone number:	Medicaid # (if applicable):
Individual	l's address:	
Legal Gua	ardianship: \Begin{array}{c} Yes \Begin{array}{c} No (dou	uble click in box to check yes or no)
Name of Guardian:		Guardian Phone Number:
I.	Reason for Psychological Treatment Planning Differential Diagnosis/ Other	Testing Diagnostic Clarification
II.		nievement)/Developmental anxiety, PTSD, psychosis) ositional Defiant)
	Please provide a brief descr	ription of the reason you are referring this individual at this time:
III.	Multiaxial Diagnosis Axis I: Axis II: Axis III: Axis IV: Axis V:	
To be	completed by Psychologic	cal Services only
Tests	to be conducted:	
Preau		or FA10B (please circle one)
	Received:	Date Assigned:
Date 1	MCCCIVCU.	Date Completed:

*Revised 8-21-12 (dfgphd)

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Approved by MARS: 8/23/12