

# State of Hawaii

## **Job Description**

## **Neuropsychology Assistant**

(Position Description, Class Specification & Minimum Qualification Requirements)

<b>Entry Level Work</b>	<b>HE-4</b>	<b>6.804</b>
<b>Full Performance Work</b>	<b>HE-6</b>	<b>6.805</b>

### **Function and Location**

This position works in a neuropsychology program and is responsible for implementing and monitoring prescribed neuropsychology therapy activities for patients, and keeping records of their progress.

### **Key Duties and Responsibilities**

1. Implement neuropsychology treatment therapy prescribed by the Neurotraining Therapist. Assure that the activities conform to the standards structured by the Neurotraining Therapist. Prepare and set-up equipment and/or supplies for each activity. Observe patient responses and determine if activities are consistent with their functional level and capacity. Report to the Neurotraining Therapist if the activities are too easy or difficult for the patient.
2. Observe the patient's level of motivation and attempt to keep it an optimum level to assure effective participation in the treatment program. Apply behavior modification principles to redirect patients as prescribed by their individualized treatment plans.
3. Closely observe patient responses to therapy activities to score or rate each patient according to a system provided by the Neurotraining Therapist.
4. Schedule patient for computer testing. Orient patient in how to use the computer and to the activity. Document how patient tolerated the exam i.e., "Patient was not able to tolerate exam".
5. Maintain an ongoing record of patient's session hours attended and responses to therapy activities including scores and observational notes.
6. Perform mathematical computations (e.g., addition, subtraction, multiplication, division, percentages) on therapy activity scores.
7. Prepare periodic summaries of scores and observational notes.
8. Prepare graphic representations of patient's progress in therapy according to procedures provided by the Neurotraining Therapist.

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### **Other Duties**

In addition to the key duties and responsibilities, this position may be assigned to:

Schedule patients for neuropsychology activities as determined by the Neurotraining Therapist; attend and participate in staff conferences regarding a patient's overall treatment program; construct, renew, and make on-site repairs to therapy equipment in accordance with program needs; attend conferences, workshops, and in-service training; and perform other related duties as assigned.

### **Knowledge and Abilities used in performing key duties at the Full Performance Level**

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services to the clientele of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

### **Controls Exercised over the Work**

A Neurotraining Therapist provides supervision to the position.

**Instructions Provided:** Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations or procedures.

**Assistance Provided:** Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new and unusual situations.

**Review of Work:** Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure that acceptable practices are followed.

### **Prerequisite Qualifications Required for the Entry Level**

**Experience and Essential Knowledge and Abilities:** One (1) year of work experience in a hospital, facility, or program which involved independently

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observing and reporting on a variety of physical and/or mental symptoms and conditions and/or implementing care and treatment procedures. Such experience must have demonstrated knowledge of basic spoken and written English; basic medical terminology; and the ability to read, write, speak, understand and communicate effectively in English; follow oral and written instructions; clearly document observations; and get along well with others.

The applicant must also demonstrate the ability to perform mathematical computations such as addition, subtraction, multiplication, division and percentages.

**Physical Requirements:** All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

<b>Sensory:</b> Observe patient responses to neuropsychology activities; read typewritten and/or handwritten notes on patient; distinguish colors and shapes; hear the conversational voice.
<b>Coordination and Dexterity:</b> Demonstrate how to perform a variety of neuropsychology activities; manipulative skills.
<b>Strength and Stamina:</b> Participate in subduing and physically restraining uncontrolled patients.
<b>Mobility:</b> Walk to various units to conduct therapy sessions; respond to emergency situations quickly.

### **Prerequisite Qualifications Required for the Full Performance Level**

In addition to the qualifications required at the entry level:

**Experience and Essential Knowledge and Abilities:** One (1) year of work experience which involved learning, implementing and monitoring prescribed neuropsychology activities for patients. Such experience must have demonstrated knowledge of a wide range of neuropsychology activities; characteristics of neurological dysfunction and related behaviors; principles of behavior modification; and the ability to properly implement and monitor neuropsychology activities in conformance with standards structured by the Neurotraining Therapist; keep records of each patient's progress; and provide encouragement to patients.

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#### **Substitutions Allowed**

1. Successful completion of an occupational therapy assistant education program from an accredited school may be substituted for the experience required for the entry level.
2. Successful completion of a physical therapist assistant curriculum from an accredited school may be substituted for the experience required for the entry level.

**Desirable Qualifications:** Experience working with patients who are emotionally, physically, and/or mentally challenged; patience; basic computer skills.

Revised Effective: December 16, 2006