



Neuropsychology Testing Technician

Job Description

JOB INFORMATION

Job Code:	187604
Job Title:	Neuropsychology Testing Technician
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Diagnostic Test Technician
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Coordinates and administers routine, standardized neuropsychological testing. Schedules interpretation procedures, scores tests, and reports results. Documents all scores and findings, assists with data entry and analysis, and assists psychologist(s) in research processes and studies.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		Or
X		Bachelor's degree	Psychology	Or
X		Bachelor's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
--------------------------	---

Work Experience

Req	Pref	Work Experience	Experience Level
X		<1 year	
	X	2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
--------------------------	---

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience gathering, organizing, inputting, and maintaining data and/or documentation.
X		Ability to interpret, apply, and enforce regulatory guidelines, policies, and relevant legislation.
X		Strong interpersonal skills for interacting effectively and tactfully with staff at all levels.
X		Proven oral and written communication skills.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience with Microsoft Office suite, and/or any comparable software systems for word processing, assembling numerical data, and organizing and maintaining databases.
	X	Experience working with neurological, psychiatric, and/or other medical populations.
	X	Experience administering and scoring cognition tests.
	X	Ability to comprehend handwritten documentation.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Coordinates and administers routine, standardized neuropsychological testing. Schedules interpretation procedures, prepares protocols, scores tests according to established guidelines, and reports results.				
Documents all scores and findings, and assists with data entry and analysis. Alerts supervisor(s) to any challenges to test score validity (e.g., patient engagement, discomfort, or agitation). Assists psychologist(s) in research processes and studies.				
Assists in abstracting relevant information from patients' charts. Conducts interviews with patient families and/or caretakers to obtain more medical history, as appropriate.				
Maintains compliance with accreditation standards and regulatory agencies, and both the university and department's established quality assurance, safety, infection control, and environmental policies and procedures.				
Participates in in-service education programs, supplementing job knowledge and enhancing performance. Maintains currency with pertinent literature and developments in psychology and any other relevant fields, and with any legal, regulatory, and technology changes that may affect operations. Participates in relevant professional organizations, maintains memberships, and attends meetings and seminars, as appropriate.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
	<i>Campus Security Authority (CSA)</i>		<i>Essential:</i>
	By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/		No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.