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# **Susan M. Douglas, M.S., RPA**

## **Psychometrist**

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### **WORK EXPERIENCE**

#### **NEUROBEHAVIORAL ASSOCIATES 08/2001 - present** **Registered Psychology Associate/ Lead Psychometrist**

- ❖ Administer and score comprehensive neuropsychological assessment batteries for children, adolescents, and adults in a private practice setting. Evaluations include cognitive/ intellectual, speech and language, psychoeducational, social-emotional, and observational measures.
- ❖ Conduct neuropsychological testing in off-site locations as needed, as a part of forensic assessments, including but not limited to individuals currently incarcerated or otherwise party to legal proceedings.
- ❖ Provide detailed written observations of patient's behavior, language, demeanor, effort, and performance during testing.
- ❖ Prepare raw test data, score sheet, and observations for report dictation by psychologist.
- ❖ Maintain software and web-based client records for assessment scoring, report generation, and creation of a comprehensive summary of scores. Coordinate all digital testing for the practice.
- ❖ Maintain test kits, test forms, and accessories for testing laboratories.
- ❖ Train and support externship/ post-doctoral students in administration and scoring of assessments, organization of materials and testing labs, and preparation of testing files for the neuropsychologist.
- ❖ Interview, hire, train, and organize scheduling for all psychology associates/ psychometrists employed by the private practice.

#### **ALLIANCE, INC. 11/1999-11/2000** **Supervisor, Residential Crisis Stabilization Program**

- ❖ Provided psychiatric rehabilitation and counseling services to consumers in the residential Crisis Stabilization Program (CSP) while ensuring a supportive and safe environment.
- ❖ Provided supervision, support, and general oversight to the direct-care staff assigned to the CSP unit.
- ❖ Developed and taught a variety of coping skills (i.e. coping with a crisis, problem solving, decision making, stress management, etc.)
- ❖ Facilitated and executed the screening and intake process, including interviewing potential consumers, completing all necessary paperwork, and obtaining authorization from MHP prior to placement.
- ❖ Completed daily logs, general progress notes, incident reports, Individual Crisis Plans, weekly ICP reviews, re-authorizations from MHP, and related documentation when needed.
- ❖ Interviewed, hired, and trained new employees; planned, assigned, and directed work of CSP staff; appraised staff performance; rewarded and disciplined employees; and addressed employee complaints and problems.

**JOHNS HOPKINS BAYVIEW MEDICAL CENTER  
and BALTIMORE REGIONAL BURN CENTER**

**11/1998-11/1999**

**Psychology Associate/ Consult Liaison, Department of Psychiatry**

- ❖ Conducted Initial Psychological Consultations and evaluations with patients admitted to the Cardiac Intensive Care and Progressive Care Units.
- ❖ Evaluated cardiac patients for symptoms of depression by administering self-report measures and using structured interviews to assess DSM-IV criteria for mood disorder.
- ❖ Coordinated the local center for a nationwide multi-center study investigating the effects of antidepressant treatment with cardiac patients.
- ❖ Conducted therapy sessions and follow-up assessments with burn patients randomized in a study investigating a cognitive intervention for Body Image Dissatisfaction (BID) caused by disfiguring burn injuries.
- ❖ Performed a study protocol with patients enrolled and randomized in an experiment investigating the effectiveness of two coping methods in reducing acute symptoms of Post Traumatic Stress Disorder (PTSD). Protocol involved a series of standardized assessments, behavioral observations, physiological measurements, and providing training in the two coping methods.

**HARFORD MEMORIAL HOSPITAL 6/1995-6/1997**

**Behavioral Health Associate, Department of Psychiatry**

- ❖ Managed a therapeutic milieu by conducting therapeutic groups and activities for inpatient psychiatric patients ages 16 and older.
- ❖ Assisted in the admission process and medical record by gathering information on mental status and acute psychiatric signs and symptoms.

**PROFESSIONAL LICENSES & MEMBERSHIPS**

- ❖ Maryland Board of Examiners of Psychologists - Registered Psychology Associate, RPA License #A0471
- ❖ Maryland Psychological Association
- ❖ National Association of Psychometrists
- ❖ The American Academy of Clinical Neuropsychology - non-certified affiliate psychometrist

### **EDUCATION**

- ❖ **LOYOLA UNIVERSITY** Baltimore, MD  
Master of Science in Clinical Psychology September 1998. Overall GPA: 3.87
- ❖ **TOWSON UNIVERSITY** Towson, MD  
Bachelor of Science May 1995, double major in Psychology and Sociology;  
Major GPA: both 4.0; Overall GPA: 3.94  
Completed undergraduate degree in three years.

### **HONORS/ AWARDS**

- ❖ Lieberman Award 1994/1995- Most Distinguished Scholar of Towson University Sociology Department
- ❖ Commencement Speaker, 1995- delivered Student Address
- ❖ Golden Key National Honor Society- Chartering Vice President
- ❖ Alpha Kappa Delta national sociological honors fraternity

### **TEACHING ASSISTANTSHIPS**

#### **Psychodiagnostics I at Loyola College, graduate programs in psychology; Fall/97 and Spring/98**

- ❖ Taught administration, scoring, and interpretation of psychodiagnostic measures used in psychological evaluations.
- ❖ Instructed students in report writing and contributed to grading of students' psychological reports.
- ❖ Gave in-class lectures and presentations, facilitated laboratory classes, and provided individual assistance to students as needed.

### **MASTER'S LEVEL EXTERNSHIPS 5/98-9/98**

#### **JOHNS HOPKINS BAYVIEW MEDICAL CENTER Community Psychiatry Program**

- ❖ Conducted psychological evaluations for children and adults.
- ❖ Administered, scored, and interpreted psychodiagnostic measures.
- ❖ Wrote reports including evaluation results and treatment recommendations.
- ❖ Completed intake interviews and psychosocial evaluations for new clients in Children's Outpatient Program.

#### **BALTIMORE COUNTY POLICE DEPARTMENT Counseling Unit of BCPD Headquarters**

- ❖ Held individual therapy sessions with adolescents referred by the police department and considered "at risk" for delinquency/ legal trouble.
- ❖ Conducted family therapy with these adolescents, their parents, and their sibling(s)--to treat the "family system" in which the adolescent lived.

**Excellent references furnished upon request.**