

## CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

<b>SECTION III:</b>	STRUCTURES WITH FUNCTIONS
<b>CHAPTER 12.b:</b>	Psychology
<b>PROCEDURE 12.b.5:</b>	<b>Psychological Testing Policies and Procedures</b>
<b>REVISED:</b>	10/22/07; 6/25/18
<b>Governing Body Approval:</b>	06/28/18

**PURPOSE:**

To describe the process for obtaining a psychological testing referral.

**SCOPE:** All clinical staff.

**PROCEDURE:**

Description of Services:

Psychological testing involves an extensive assessment of a patient's psychological functioning detailing adaptive, intellectual and personality functioning. In the following pages, the term Psychological testing is used generically, and is meant to include more specialized evaluations such as behavioral analyses and neuropsychological assessments. Psychological testing of patients whose native language is not English may require a referral to an outside consultant. In such cases, the psychologist consults with their supervisor to facilitate this process.

Referral Process:

1. A request for a Psychological testing is initiated either:
  - (a) by the unit psychologist upon admission or at another point in the course of treatment (e.g., before transfer or discharge), or
  - (b) by the treating psychiatrist or unit director (using form CVH-348.)
  - (c) Referrals using CVH-348 may be forwarded by the Psychiatrist or unit director to the unit-based psychologist, to the Supervising Psychologist of the division, or to the Chair of Psychology.
2. The Psychological testing must be prescribed in the treatment plan.

Testing Timeframes:

1. Psychological testing referrals are acknowledged verbally or in writing to the referring source within 7 days.
2. Psychology has the general goal of having testing completed within 28 days of initiation (45 days for neuropsychological evaluations) in General Psychiatry Division (GPD).
3. In the Addiction Services Division (ASD), psychological testing is complete in 14 days in the Rehabilitation Program, 3 days in the Detoxification Program, and 1 day in the Screening/Admission Unit.
4. Resources, clinical factors or hospital priorities may impact this timeline. Psychologists are to record in the medical record reasons for departure from these guidelines, should they occur (e.g., an uncooperative patient). Testing referrals for foreign language patients may take considerably longer as the hospital may need to contract with an outside vendor for these services.

### Assignment of Testing Referral:

1. A Psychologist receiving a referral is responsible for the completion of the evaluation.
2. Under certain circumstances completion of an evaluation may be delegated.
3. A Psychologist may refer a psychological evaluation to another Psychologist when one or more of the following criteria is met:
  - (a) *the assigned Psychologist has multiple active referrals simultaneously which, in his/her judgment, cannot be completed within the required time period [i.e., within the general time limits prescribed by divisional policy and/or within the time limits imposed by the circumstances of the case, such as a court date for example];*
  - (b) *the assigned Psychologist does not have the specific skills necessary to complete the evaluation [e.g., advanced neuro-psychological skills];*
  - (c) *the assigned Psychologist has an involvement with the client which does not predispose to a successful evaluation outcome or which would, in the judgment of that psychologist, compromise the performance of a psychological evaluation [e.g., when the Psychologist is the focus of a paranoid delusion];*
  - (d) *any Psychologist may seek consultation and assistance from another Psychologist within the Division when he/she feels this reflects prudent judgment [e.g., when there is a question of objectivity or a question of expertise].*
  - (e) *the Psychologist may pass on the referral to a Psychology doctoral level trainee (i.e., post-doctoral fellow, intern, or practicum student); in that case the Psychologist remains responsible for the contents and prompt completion of the evaluation, including signatures.*
4. If one of these criteria is met, the Psychologist consults with either their supervisor or Discipline Chair to determine who will prepare the evaluation.

### Retention of records

1. All materials related to specific patient testing (such as notes and used testing forms) are stored in accordance with CVH medical record policies.