

File No.: 04-1000-20-2017-324

September 21, 2017

s.22(1)

Dear s.22(1)

Re: Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")

I am responding to your request of August 30, 2017 for:

Records regarding the City of Vancouver's Senior Psychologist, Dr. Michael Frank Elterman, specifically:

1. Senior Psychologist Job Description from 1986; and
2. Payroll records and billing history of Dr. Michael Frank Elterman for 1985, 1986, 1987 and 1988.

All responsive records are attached relating to part one of your request.

Please note, the City of Vancouver does not hold the records for part two, as they were physically transferred to the Health Department in 1997 which today records would be under the care and custody of Vancouver Coastal Health.

\*Please confirm if you would like us to transfer part two of your request to VCH, or if you prefer to submit an FOI request directly to them at <http://www.vch.ca/>.

Under section 52 of the Act you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your request. The Act allows you 30 business days from the date you receive this notice to request a review by writing to: Office of the Information & Privacy Commissioner, [info@oipc.bc.ca](mailto:info@oipc.bc.ca) or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number assigned to your request (#04-1000-20-2017-324); 2) a copy of this letter; 3) a copy of your original request for information sent to the City of Vancouver; and 4) detailed reasons or grounds on which you are seeking the review.

Please do not hesitate to contact the Freedom of Information Office at [foi@vancouver.ca](mailto:foi@vancouver.ca) if you have any questions.

Yours truly,



**Barbara J. Van Fraassen, BA**  
**Director, Access to Information & Privacy**

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Encl.

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PSYCHOLOGIST III

1. Nature and Scope of Work

This is a responsible professional position in clinical psychology in a preventative and interventive mental health programme within a health service for a large metropolitan area. An employee of this class is responsible for programme planning at the unit level, for co-ordinating programmes with other community agencies, and for evaluating the effectiveness of programmes. The incumbent administers a variety of projective and psychometric tests and interprets and applies the results in case conferences, or as a member of a clinic team; undertakes individual and group therapy of emotionally disturbed children and adults under the direction of a psychiatrist. In addition, a Psychologist III supervises the work of other professional staff. Independent judgement is exercised in applying professional knowledge and skills to the solution of a variety of mental health problems in all age groups. Responsibility for overall programme planning and evaluation in a designated service area, co-ordination with other community agencies and supervision of other psychologists, differentiates this class from the Psychologist II. Work is performed in accordance with established policy and accepted professional standards. Unusual or policy matters are referred to or discussed with a superior, who evaluates the work through discussion, and perusal of written reports.

2. Illustrative Examples of Work

Develops, plans and evaluates mental health programmes within a health service at the local service area level, and co-ordinates programmes with concerned community agencies. Administers a variety of psychological tests to all age groups, analyzes test results, compiles relevant data, and presents reports and recommendations at clinic conferences. Conducts under psychiatric supervision, individual and group play and relationship therapy; and provides treatment for emotionally disturbed individuals including children with reading or speech difficulties. Provides consultative advice to other health professionals on dealing with behavioral and mental health problems. Records and writes reports on data presented at clinic conferences. Supervises and advises psychologists and graduate students assigned to the unit on professional matters. Administers special tests and performs related statistical computations for research projects. Designs, implements and supervises psychological service research studies at the local service delivery area. Provides information and advice to other health professionala on psychological matters.

3. Required Knowledges, Abilities and Skills

Thorough knowledge of the principles, methods and objectives and

practices of clinical psychology and its application to the diagnosis and treatment of emotional and behavioural problems of children and adults.

Thorough knowledge of the theories and practice of developmental psychology and its application to the planning implementation of preventative health programmes.

Thorough knowledge of the methods and principles of psychological research.

Working knowledge of the functions, policies, practices and procedures of the Metropolitan Health Department, especially those related to the work of the Mental Health Services.

Some knowledge of the functions and policies of schools, social agencies and other related organizations.

Ability to administer various types of psychological tests, to interpret results and to integrate this data with other information in preparing and presenting reports and recommendations.

Ability to plan and conduct psychological research projects.

Ability to establish and maintain co-operative working relationships with Health Department staff, school officials, parents, community agency staff and others.

Ability to supervise the work of associates.

Skill in conducting diagnostic and therapeutic interviews.

#### 4. Desirable Training and Experience

Ph.D. in Psychology, including both clinical and developmental curriculum, from a university of recognized standing. Considerable experience in clinical work, preferably in a supervisory capacity. Some experience in conducting psychological research studies.

#### 5. Required Licenses, Certificates and Registrations

Certification by the British Columbia Psychological Association, and membership in a nationally recognized professional association.