

PEI Psychologists Registration Board

Practice Guideline: Supervision of non-psychologists administering psychological tests¹

The Canadian Code of Ethics for Psychologists, which forms part of the Standards and Discipline Regulations of the *Psychologists Act*, states that psychologists assume overall responsibility for the professional activities of their supervisees with regard to each of the four principles of the code, Respect for the Dignity of Persons, Responsible Caring, Integrity in Relationships, and Responsibility to Society (see the final standard for each principle in the code). The PEI Psychologists Registration Board offers this Practice Advisory to detail some of the implications of the Standards and Discipline Regulations for psychologists undertaking supervision of non-psychologists administering psychological tests:

A psychologist is responsible and accountable for the actions of any non-psychologist who is administering psychological tests under the psychologist's supervision. A psychologist is responsible and accountable for the assessment process and for the information contained in the assessment report and other communications of the test results. In particular:

1. The psychologist confirms the appropriateness of a referral.
2. The psychologist ensures an appropriate assessment strategy, including identifying which, if any, psychological tests would be administered.
3. The psychologist ensures appropriate informed consent for the assessment, including testing, and including clarification of the roles of the psychologist and the non-psychologist.
4. The psychologist observes the non-psychologist in test administration until confident in the non-psychologist's competence to (a) administer the test; (b) score the test; and (c) identify and report testing behaviour and context relevant to the assessment.
5. The psychologist takes steps to ensure ongoing competence of the non-psychologist in the areas identified in (4) above, and this may include periodic observation of test administration.
6. The psychologist interprets the test results.
7. The psychologist is the principal author of the psychological assessment report, including any report of psychological testing, and signs or co-signs the report; the psychologist's name and contact information will appear on all such reports and formal correspondence regarding the testing.
8. The psychologist is responsible for provision of appropriate feedback regarding testing results and implications to the client, parent(s) or guardian(s), school personnel, and other professionals or agencies as appropriate.

9. The psychologist is responsible for assuring security of testing records, including, but not limited to, restricting access to files, locking file cabinets and providing secure storage for files. The psychologist is responsible for ensuring that test protocols and test scores are not retained in a common file or otherwise accessible to people who are neither psychologists nor supervised by psychologists.

¹ Not applicable to supervision of people who have completed the educational requirements for registration as a psychologist and who are undergoing the required two years of supervised practice leading to registration.