

POSITION DESCRIPTION

Position Title:	Senior Clinical Neuropsychologist (Grade 3)
Business Unit/Department:	Psychology
Division:	Operations
Award/Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement
Classification:	PL1 – PL4 Psychologist Grade 3 (Year 1 – Year 4)
Reports To:	Director of Psychology Senior Clinical Lead (Neuropsychology) (Grade 4)
Direct Reports:	Grade 2 Clinical Neuropsychologists Postgraduate Trainees (Provisional Psychologists)
Date Prepared/Updated:	1 January 2025

Position Purpose
<p>The Senior Clinical Neuropsychologist (Grade 3) is a senior clinical expert within the Specialist Medical Inpatients Team within the Neuropsychology Service at Western Health, as well as contributing to the delivery of direct clinical services within this team.</p> <p>The Specialist Medical Inpatients Service Team are primarily responsible for neuropsychological assessment and intervention of patients to assist with diagnosis, treatment and discharge planning. The Senior Neuropsychologist will also be involved in the provision of consultation to Medical, Nursing and Allied Health staff in relation to more complex neuropsychological and/or mental health disorders, clinical presentations and management of the patient's associated behaviours.</p> <p>This position will also provide supervision to Grade 2 Neuropsychologists (and/or Registrars), and to Provisional Psychologists undertaking a post graduate course of study in neuropsychology whilst on placement at Western Health.</p> <p>Overall, Psychologists within the Neuropsychology Service at Western Health provide services to a range of units and wards across all three Western Health sites. These units and wards include:</p> <ol style="list-style-type: none"> Williamstown Hospital <ul style="list-style-type: none"> Geriatric Evaluation and Management (GEM) Transitional Care (Bed Based) Sunshine Hospital <ul style="list-style-type: none"> All acute medical / surgical inpatient wards Inpatient rehabilitation (Sub Acute) Geriatric Evaluation and Management (GEM) Dementia Management Unit Footscray Hospital

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- All acute medical / surgical inpatient wards
- Geriatric Evaluation and Management (GEM)
- Specialist Medical Neuropsychology Outpatient Clinic

After consultation with the Senior Clinical Lead (Neuropsychology), redeployment to cover other services areas may be required.

Business Unit Overview

The Operations Directorate is one of the largest and most complex directorates within Western Health providing Western Health's patient care and contacts. These services range from outpatients to inpatients, theatres to Intensive Care, birthing rooms and Emergency Departments and many more services.

Allied Health provides a range of evidence based, client centred, specialist services at Western Health, across the care continuum, from admission within the emergency department through to discharge in the community. These services work across the spectrum of life, from neonates to the elderly. The predominant focus of Allied Health is the return and optimisation of an individual's function, and wellbeing, from both physical and psycho-social perspectives. Activity is aligned with Western Health's Best Care Model and CARES values. Allied Health involvement is pivotal to efficient and effective multidisciplinary team functions, discharge planning and patient centred care. Western Health employs a range of Allied Health disciplines, each with unique specialist tertiary training and skills, including:

- Audiology
- Clinical Psychology and Neuropsychology
- Exercise Physiology
- Language Services
- Nutrition and Dietetics
- Occupational Therapy
- Spiritual Care Services
- Physiotherapy
- Podiatry
- Social Work
- Speech Pathology

Key Responsibilities

- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Comply with the expected scope of the role and standards of performance in the role as described by the relevant professional bodies/industry standards and leadership capability framework
- Maintain registration (as required) and report any changes or limitations on practice if applicable
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience
- Comply with confidentiality obligations with regard to patients, consumers and colleagues
- Comply with all Western Health policies and procedures
- In conjunction with service manager ensure staff are appropriately directed and supported to deliver high quality client centred care in line with the "Best Care" Framework
- Lead and deliver high quality person centred inter-professional care in line with the "Best Care" framework
- Demonstrate extensive, evidence-based specialist knowledge, clinical reasoning and competencies, to lead and enhance patient care in area of practice
- Provide and direct others in the provision of evidence based clinical services using a person-centred approach
- Demonstrate capacity to develop and implement methods to ensure that staff in the area of responsibility have an appropriate, measurable level of competence
- Ensure the application and maintenance of clinical standards in areas of delegated responsibility
- Demonstrate highly developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload
- Identify and support others to solve complex problems
- In conjunction with service manager contribute to the development and implementation of processes to facilitate effective consumer participation, and ensure that appropriate responses are provided to customer feedback and complaints
- Lead planning for clinical services for the team
- In conjunction with service manager support staff to meet service targets/goals

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- Provide leadership which promotes effective teamwork, encourages cohesion and ensures staff feel valued and contributions are acknowledged
- In conjunction with the service manager, actively work towards service integration and streamlined patient journeys
- In conjunction with service manager ensure appropriate orientation of new staff
- Demonstrate expert knowledge of resources relevant to area and acts as a resource person for other team members
- Demonstrate high level open and effective communication (verbal, non-verbal, written and electronic) with consumers, other staff and service providers
- Demonstrate highly effective negotiation skills and conflict resolution skills when dealing with difficult situations
- Actively participate in regular supervision, demonstrating ongoing development of clinical skills and reflective practice as identified in supervision plan
- Demonstrate flexibility/responsiveness within professional practice/duties/roles and assumes extra responsibility as required to meet organisational priorities and appropriately delegates as necessary
- Participate and represent the service in consultation with service manager at relevant committees, working groups and meetings as requested.
- Lead the provision of information and education about the service and professional role within the service.
- Assist in promoting effective workplace relations and teamwork to ensure optimum relations across acute services and collaborating community agencies
- Participate in and contribute to relevant case conferences, team meetings, client/family feedback meetings
- Assist in cultivating an environment where workers have the opportunity to work to their full scope of practice and potential
- Assist in fostering and developing research opportunities across the service
- Conduct or contribute to feedback to staff on their performance including performance development planning and performance management where relevant
- Where designated, provide high quality supervision to junior staff and students that is timely, flexible and responsible
- Lead and participate in the development, organisation and delivery of education programs for Western Health staff, external service providers and the community
- Present at internal and external forums to enhance personal knowledge and professional development
- Lead service development and evaluation through quality improvement activities or research projects where appropriate
- Assist in writing procedures and guidelines as required for the ongoing development of the program, and support relevant staff to complete these tasks
- Assist in meeting reporting requirements relating to the service
- Ensure that service/program outcomes are achieved through appropriate client management and pathways
- Facilitate/assist in the process of recruitment, selection and retention of staff to meet client and service needs.
- Ensure that workload statistics, and other required information, is entered and reported as directed, and on time by self and staff in area of responsibility
- Perform other duties as directed

In addition to the key responsibilities specific to your role, you are required to deliver on the [WH AH Capability Framework](#) and the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

The Senior Neuropsychologist is both operationally and professionally accountable to the Senior Clinical Lead (Neuropsychology) (Grade 4), and ultimately to the Director of Psychology, Western Health. Other key working relationships include:

Internal:

- Members of the Western Health Psychology Department
- Psychologists working in other Divisions (i.e., Western Health at Home)
- Western Health Psychology Educators
- Other Allied Health, Medical, and Nursing Professionals in relevant Western Health Services (e.g., Mental Health & Wellbeing Services, Drug Health Services)
- Internal referrers
- Divisional Director, Allied Health
- Allied Health Managers

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External:

- Clients, their family and carers
- Community Service providers
- Residential Care Facilities
- General Practitioners
- Victorian Civil and Administrative Tribunal (VCAT)
- Office of the Public Advocate
- Other relevant external agencies (e.g., NDIS)

Selection Criteria**Essential**

- Minimum five (5) years' experience as a psychologist.
- Hold current general registration as a Psychologist with AHPRA.
- Possession of Master's level degree or above in Clinical Neuropsychology.
- Hold an Area of Practice Endorsement in Clinical Psychology and/or Health Psychology.
- Hold current registration as a PsyBA Board Approved Supervisor for Higher Degree Students and Registrars.
- Demonstrated advanced clinical competence in the field of Clinical Neuropsychology.
- Knowledge of the Victorian Civil and Administrative Tribunal (VCAT).
- Proven capacity and commitment to work as an effective member of a multi-disciplinary team as well as an independent clinician.
- Demonstrated ability to work effectively in a multidisciplinary team as well as liaise and consult with a range of clients, carers, professionals and community agencies as an independent clinician.
- Demonstrated ability to provide secondary consultation to carers, and to primary and other specialist service providers on behalf of the team.
- Demonstrated time management skills, and the ability to generate strategies for prioritising workloads effectively.
- Experience in public health or community health settings, in particular experience working with diverse patient populations (i.e., Aboriginal and Torres Strait Islanders, and other culturally and linguistically diverse communities).
- Current Working with Children's Check.
- Current Victorian Drivers Licence.
- Demonstrated ability in providing leadership within teams as a staff member.
- Highly developed interpersonal, written and electronic communication skills.
- Computer literacy.

Desirable

- High performance standards for self and others.
- Experience in providing leadership in team and departmental research and evaluation activities.
- A comprehensive understanding of the characteristics of acquired brain injury, neurological disorders and associated behaviour changes and possible psychiatric symptoms.
- Comprehensive knowledge of the most appropriate psychological interventions or strategies for managing problems identified on assessment.
- Expertise in providing individually tailored strategies / care plans that utilise capacities to work around deficits, promote independence and strengthen coping skills.
- Skills and expertise in the assessment and care of patients presenting with neuropsychological disorders in acute and sub-acute inpatient settings.
- Knowledge and understanding of relevant legislation (e.g., Information Privacy Act 2000 and the Health Records Act 2001).
- Knowledge and compliance with the Australian Psychologists' Ethical Guidelines of Practice.
- Knowledge and compliance with Western Health Policies, Occupational Health and Safety and Infection Control.
- Experience in the clinical supervision of other Psychologists and Post Graduate Trainees.

Desirable Personal Attributes

- Self-Motivated
- Broad systems and innovative thinking
- Compassionate and empathetic approach
- Ability to influence others

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- Open to new ideas
- Mindful observation
- Timely informed decision making
- People oriented
- Collaborative approach
- Confidence in own ability
- Builds rapport
- Embraces self-growth and continual learning
- Adaptable, flexible and persistent as required
- Takes direction
- Effective delegator
- Resilience
- Positive outlook

Leadership Capabilities

Leadership Capability	Definition
Plan and aligns	Planning and prioritising work to meet commitments aligned with organisational goals
Drives vision and purpose	Painting a compelling picture of the vision and strategy that motivates others into action
Ensures accountability	Holding self and others accountable to meet commitments
Strategic mindset	Seeing ahead to future possibilities and translating them into breakthrough strategies
Instils trust	Gaining the confidence and trust of others through honesty, integrity and sincerity
Communicates effectively	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
Situational adaptability	Adapting approach and demeanour in real time to match the shifting demands of different situations.
Collaborates	Building partnerships and working collaboratively with others to meet shared objectives
Builds effective teams	Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.
Customer focus	Building strong customer relationships and delivering customer-centric solutions

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health

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- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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