

## POSITION DESCRIPTION

<b>Position Title:</b>	Psychology Educator (Grade 4)
<b>Business Unit/Department:</b>	Allied Health - Psychology
<b>Division:</b>	Operations
<b>Award/Agreement:</b>	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021 -2025)
<b>Classification:</b>	PM1 – PM5 Psychologist Grade 4 (Year 1 – Year 5)
<b>Reports To:</b>	Director of Psychology Principal Psychology Educator (Grade 5)
<b>Direct Reports:</b>	NIL
<b>Date Prepared/Updated:</b>	1 January 2024

### Position Purpose

Working alongside the Principal Psychology Educator, and reporting to the Director of Psychology, the Psychology Educator will have an important role in supporting the operations and objectives of the Psychology workforce education and research.

This will include supporting the Principal Psychology Educator and Psychology Senior Leadership Group in the planning, development and implementation of the clinical education and professional development of Psychologists employed by Western Health in the following divisions:

- Allied Health
- Chronic and Complex Care (including Justice Health and the Integrated Community Health Services)
- Drug Health Services; and
- Mental Health & Wellbeing Services

This position will support the Principal Psychology Educator with ensuring the successful delivery of a program of clinical supervision and training for Psychology staff, Postgraduate Trainees, Interns and Registrars. The Psychology Educator will also contribute to supporting Psychology's overall workforce education and research agenda, in line with Western Health's strategic plan.

Alongside other clinical educators within Western Health, and under the direction of the Principal Psychology Educator, the Psychology Educator will contribute to the broader education and workforce agenda for Allied Health Professionals at Western Health and model a positive learning culture.

### 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.

The Operations Directorate is split into several key work areas through which clinical and supporting programs are delivered. The Executive Director Operations is supported by Directors of the following divisions to deliver the operational agenda and targets set.

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- Allied Health
- Clinical Support & Specialist Clinics
- Chronic & Complex Care
- Emergency, Medicine and Access
- Health Support Services
- Perioperative & Critical Care Services
- Cancer, Aged & Continuing Care Services
- Women's & Children's Services
- Mental Health and Wellbeing Services

It is the effective working of the teams of people in each of these areas that leads to the successful delivery of patient care and the discharging of our purpose of "Together caring for the West".

### **Division of Allied Health**

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, Pastoral Services, Physiotherapy, Podiatry, Social Work, Speech Pathology.

### **Division of Chronic and Complex Care (CCC)**

The Division of Chronic & Complex Care delivers care within the Operations Directorate and spans across all Western Health campuses. It consists of a range of Medical, Nursing, Allied Health and non-bed based community services. Community and Care Coordination Services are delivered both within-hospital and in community-based locations, and include: Allied Health and Pharmacy services; Nursing and Medical services, Community Based Rehabilitation (CBR); Specialist Clinics including: Memory, Falls, Continence, Chronic Wound, Renal, Endocrinology, and Diabetic Foot Services, Aged Care Assessment Service (ACAS); plus a wide range of Health Independence Continuing Care Programs.

Teams that support access and flow also operate out of the Division, and include the Central Access Unit, Transit Lounges and ACE Coordination team processing and coordinating care for patients as they transition out of acute inpatient care. Inpatient services are delivered by the Hospital In the Home Service (HITH), GEM@Home service, and the Medical Ambulatory Day Unit (MADU).

### **Integrated Community Health Services**

The Integrated Community Health Services (within Chronic & Complex Care Division) focuses on delivering high quality care to those residing in the City of Melton and Moorabool Shire across a variety of clinical settings. Services are provided across acute (medical surgical and maternity unit), outpatient services (Paediatric and Adult), outpatient rehabilitation, community health settings (Paediatric and Adult), residential care services and support services including Intake for Bacchus Marsh, Melton and Caroline Springs campuses. Services within this directorate include Allied Health, Community Health Nursing, Community, Perpetrator Men's Family Violence Programs, Aboriginal Programs, and NDIS (National Disability Insurance Scheme) Therapeutic Supports.

### **Justice Health**

The Chronic and Complex Care Division is also responsible for the provision of primary healthcare to women currently on remand and those serving sentences at the Dame Phyllis Frost Centre. The Dame Phyllis Frost Centre (DPFC) is a correctional facility for women located in Ravenhall in Melbourne's west. DPFC is operated by Corrections Victoria and provides maximum, medium and minimum-security accommodation for women on remand and those currently serving sentences. At present, the prison can accommodate 572 women, this includes a 20-bed specialist mental health inpatient facility operated by Forensicare.

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<p><b>Drug Health Services</b></p> <p>Drug Health Services offers a diverse range of programs and interventions for individuals and families who are affected by drug and alcohol related problems. Our service works with people of all ages and welcomes people of Aboriginal or Torres Strait Islander background and endeavours to be culturally appropriate and sensitive to all people.</p> <p><b>Division of Mental Health and Wellbeing Services</b></p> <p>The Division of Mental Health and Wellbeing Services spans across multiple Western Health sites and within the local community and provides services to consumers across the lifespan. The Division has recently been established following a key recommendation from the Royal Commission into Victoria's Mental Health System. The Western Health catchment includes the local government municipalities and growth areas of Brimbank, Sunbury, Maribyrnong and Melton.</p> <p>Our recovery-oriented approach to care is provided by a multidisciplinary workforce comprising skilled clinicians, consumers and carers. These services include hospital based, community and specialist mental health and wellbeing services for adults, older adults, children and adolescents who are experiencing, or are at risk of developing a serious mental illness. The Division collaborates across a number of Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care. The Division aims to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.</p>
<p><b>Key Duties and Responsibilities</b></p> <p><b>Professional Development, Supervision and Support of Psychology Staff</b></p> <ul style="list-style-type: none"> <li>• Under the direction of the Principal Psychology Educator, contribute to the planning, development and management of the clinical education of Psychologist employed at Western Health,;</li> <li>• Support the development of strategic plans informed by internal and external policy and evidence based practice, in conjunction with the Principal Psychology Educator and Director of Psychology;</li> <li>• Contributes to the development and maintenance of the professional core competencies framework for the Psychology workforce, together with the Psychology Senior Leadership Group (PSLG);</li> <li>• Management of the Psychology orientation program in collaboration with the Principal Psychology Educator, relevant Senior Clinical staff, Operations and Program managers;</li> <li>• Contribute to the professional development activities of Psychologists across Western Health;</li> <li>• Together with the Principal Psychology Educator, oversight of professional supervision of Psychologists at Western Health;</li> <li>• Provision of direct clinical supervision (where this is required);</li> <li>• Provision of specialist training on topics related to psychological practice;</li> <li>• Modelling and application of extensive, effective evidence based specialist knowledge, clinical reasoning and competencies, to lead and enhance patient care;</li> <li>• Contribute to development and implementation of methods to ensure that staff in the area of responsibility have an appropriate, measureable level of competence</li> </ul> <p><b>Management of Psychology Postgraduate Trainee and Registrar Programs</b></p> <ul style="list-style-type: none"> <li>• Contribute to the coordination of the Psychology Postgraduate Trainee placements and supervision program (under the direction of the Principal Psychology Educator, and in collaboration with the primary clinical supervisors);</li> <li>• Coordination of the Psychology Registrar program;</li> <li>• Support continued relationships with key Universities and other education providers that support postgraduate trainee placements and internships;</li> </ul> <p><b>Oversight of Psychology Advanced / Extended Scope of Practice and Credentialing processes</b> (where applicable)</p> <p><b>Contribution to Allied Health Staff Training and Support</b></p> <ul style="list-style-type: none"> <li>• Collaborates with other discipline-specific Educators toward strengthening interdisciplinary education initiatives;</li> <li>• Collaborates with Educators from other disciplines to provide coordinated professional development support to staff toward the application of clinical, best practice principles;</li> <li>• Collaborates with the Lived Experience workforce in the development and implementation of educational activities;</li> <li>• Ensures that Psychology education and research activities are aligned and complement Western Health's strategic plan.</li> </ul>

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### **Professional Standards and Accountability**

- 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;
- Maintain registration 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;
- Demonstrate high level open and effective communication (verbal, non-verbal, written and electronic) with consumers, other employees and service providers;
- Demonstrate extensive, effective negotiation and consultation skills at all levels to develop and consolidate key relationships;
- Demonstrate flexibility and responsiveness within professional practice/duties/roles and assumes extra responsibility as required to meet organisational priorities and appropriately delegates as necessary;
- Maintain active links and roles with relevant professional bodies and organisations
- Demonstrate highly developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload;
- Work independently within parameters delegated by Director;
- Ensure that workload statistics, mandatory training requirements and other required information, is entered and reported as directed, and on time by self and employees in area of responsibility

### **Clinical Leadership (under the direction of the Principal Psychology Educator)**

- Lead in cultivating an environment where employees have the opportunity to work to their full scope of practice and potential;
- Lead in fostering and developing research opportunities across the service;
- Contribute to feedback to employees on their performance including performance development planning and performance management where relevant;
- In conjunction with the service manager ensure employees are appropriately directed and supported to deliver high quality client centred care in line with the 'Best Care' Framework;
- Provide positive leadership and role modelling which promotes effective teamwork, encourages cohesion and ensures employees feel valued and contributions are acknowledged;
- Demonstrate positive leadership behaviour through representation and attendance at key Western Health events

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 Psychology Educator (Grade 4) is both operationally and professionally accountable to the Principal Psychology Educator (Grade 5) and ultimately to the Director of Psychology. Other key working relationships include:

#### **Internal:**

- Divisional Director, Allied Health
- Psychology Senior Leadership Group
- ASPIRE Workforce & Education Unit
- Western Health Education and Training Unit
- Western Health Senior Management relevant to area of responsibility
- Members of the Western Health Psychology Department
- Psychologists working in other Divisions
- Other Allied Health, Medical, and Nursing Professionals at Western Health

#### **External:**

- Psychology Clinical Educators (Public Sector)
- Centre for Mental Health Learning (CMHL)
- Relevant Tertiary Education Institutions
- Allied Health Professional Educator Network (AHPEN)
- Key community organisations

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## Selection Criteria

### Essential

- More than ten (10) years of experience working as a Psychologist in a specialist area;
- Minimum Masters Degree in Psychology (PhD or Doctorate highly desirable);
- Hold current general registration as a Psychologist with AHPRA;
- Hold an Approved Area of Practice (Endorsement) with the Psychology Board of Australia (PsyBA) within one (or more ) of the following areas:
  - Clinical Psychology;
  - Clinical Neuropsychology;
  - Health Psychology;
  - Forensic Psychology
  - Educational and Development Psychology
- Hold current registration as a PsyBA Board Approved Supervisor (eligible to supervise Higher Degree Students, Registrars, and Interns);
- Demonstrate an understanding of the strategic direction of the health service, and the directorate;
- Proficient in the use of ICT, as well as a sound understanding of health informatics, data and E-Systems as they pertain to service development and innovation in healthcare;
- Extensive experience at a senior level in a either a specialist medical and/or mental health setting;
- Highly developed organisation and time management skills
- Highly developed interpersonal, written and electronic communication skills
- Experience in providing leadership in team and departmental research, quality improvement, and service evaluation activities.
- Demonstrated achievement in leadership and supervision within area of responsibility to ensure effective service provision and program delivery

### Desirable

- Completion of an Educational Qualification (e.g. a Certificate IV in Training and Assessment, Graduate Certificate in Education or Health Professional Education);
- An honorary university appointment that may include active involvement in the teaching of Psychology at a postgraduate level;
- Demonstrated experience in the recruitment, training, development, and performance development of Psychologists;
- Completion of, or progress towards, an additional formal qualification in health service management (and/or leadership);
- Sensitivity to working with individuals from other cultures, non-English speaking backgrounds and experience working with interpreters
- Knowledge and understanding of relevant legislation (e.g. Mental Health Act 2014, Information Privacy Act 2000 and the Health Records Act 2001)
- Knowledge and compliance with Australian Psychologists' Ethical Guidelines of Practice
- Knowledge and compliance with Western Health Policies, Occupational Health and Safety and Infection Control

### Desirable Personal Attributes

- Self-Motivated
- Compassionate and empathetic approach
- Ability to influence others
- 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
- Resilience
- Positive outlook

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Additional Requirements	
<p>All employees are required to:</p> <ul style="list-style-type: none"> <li>• Obtain a police / criminal history check prior to employment</li> <li>• Obtain a working with children check prior to employment (if requested)</li> <li>• Obtain an Immunisation Health Clearance prior to employment</li> <li>• Report to management any criminal charges or convictions you receive during the course of your employment</li> <li>• Comply with relevant Western Health clinical and administrative policies and guidelines.</li> <li>• Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines</li> </ul>	
General Information	
<ul style="list-style-type: none"> <li>• Redeployment to other services within Western Health may be required</li> <li>• Employment terms and conditions are provided according to relevant award/agreement</li> <li>• 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</li> <li>• 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</li> <li>• Western Health is a smoke free environment</li> </ul>	

*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:

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Employee's Signature:

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Date:

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