

Position Title: Neuropsychology - Clinical Lead

Campus: Any

Directorate: Community and Aged Care

Department: Allied Health

Reporting to: Director of Psychology

Appointment Terms/Conditions:

Classification and Code: Psychologist Grade 4, Year 1 – 5 (PM1 – PM5)

Enterprise Agreement: Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021 – 2025

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Neuropsychology Clinical Lead in Allied Health is a peer recognised expert in their chosen field. They will work collaboratively with the Director of Psychology to deliver excellence in consumer care, providing professional expertise and advice on key issues of psychological nature including service development, staff recruitment, professional development and quality improvement activities. The Neuropsychology Clinical Lead is a senior clinician and has clinical duties of a specialised nature requiring higher level knowledge and experience in a specific area of psychology. The Neuropsychology Clinical Lead provides professional leadership of all psychologists in allied health with line management and operational responsibilities as delegated by the Director of Psychology. This position is based in Ballarat but travel to other campuses may be required.

All activities of the position will reflect current best practice standards for psychology. The position will operate according to relevant legislation, Grampians Health policies, program, and department guidelines and within professional codes of ethics and standards of practice. Additional responsibilities will be required in line with relevant classification and may include activities such as representing Psychology in relevant forums, such as East and West Allied Health Operations meetings, and acting as a delegate for the Director Psychology in their absence.

KEY ACCOUNTABILITIES

1. Continuum of Care

- Provide expert level neuropsychological assessment, treatment/intervention and consultative services to Grampians Health consumers, including consulting on behaviour support for management of responsive behaviours.
- Comply with the expected scope of the role and standards of performance in the role as described by the Psychology Board of Australia and industry standards
- Modelling and application of extensive, effective evidence-based specialist knowledge, clinical reasoning and competencies, to lead and enhance patient care.
- Provision of clinical supervision for psychologists that is consistent with the GH Allied Health Clinical Supervision framework and relevant discipline requirements
- Provision of professional expertise and advice internal and external to the organisation on key issues of a psychological nature, including service development.
- Facilitate smooth transition of clients through the healthcare system, liaising with relevant staff and community agencies to ensure continuity of care for individual patients/clients and their families
- Responsible for the clinical leadership and operational management of Grade 2 and 3 Psychologists as delegated by Director of Psychology
- Monitor the allocation of Neuropsychology resources across Grampians Health and monitor performance against the relevant targets and performance indicators to support the Director of Psychology in resource planning and allocation
- Proactively guide senior clinicians to develop action plans to address errors or significant variances in targets
- Ensure neuropsychologists allocated to specific programs have the skills, experience and supervision needed to fulfill their roles
- Teaching of specialist topics related to psychological practice as coordinated by the Principal Psychology Educator

2. People Management

- Support the Director of Psychology to recruit appropriately qualified staff to Neuropsychology roles
- Ensure Neuropsychologists have annual professional development reviews (PDRs) completed
- Work with the Principal Psychology Educator to monitor the PDR goal completion for individual Neuropsychology staff
- Support the Director of Psychology with roster management

3. Leadership and Management

- Monitor activity within the relevant programs to ensure targets are being met, assist in the development of new programs where applicable

- Meet formally with the Psychology Director at least monthly, using the required template, and informally as required.
- Convene regular meetings of the Neuropsychology staff
- Actively lead and participate in service/program reviews where relevant
- Strengthen and maintain networks and relationships both within allied health and across Grampians Health
- Contribute to an inclusive, positive workplace, with clear expectations of professional behaviour and a culture of recognition and success
- Actively develop self, demonstrating self-awareness, taking responsibility for own performance, maintaining own personal and professional development plan including a succession plan/strategy to ensure cover for role
- Act as a senior leader demonstrating and modelling exemplary professional conduct and behaviour in accordance with Grampians Health values and code of conduct. Display flexibility and adaptability to meet the strategic and operational needs of the department, directorate and organisation.

4. Information Management

- Ensure clinical reporting, documentation and correspondence via the client medical record is of a high quality and meets the needs of referring agents and other care providers within the division and organisation.
- Ensure that all psychology staff complete the required workload statistical records for all client related activities in a timely and accurate manner
- Review all quantitative data monthly for use as a basis of projecting staffing requirements and workloads and for monitoring the efficiencies of new work practices and quality activities

5. Safe Practice and Compliance

- Maintain registration and report any changes or limitations on practice if applicable
- Ensure all relevant governance documentation is up to date and reviewed appropriately including participation in review of relevant program or organisational governance documentation as part of key Stakeholder feedback processes.
- Ensure that all neuropsychological tests are purchased under the appropriate procedure and are maintained and stored in keeping with relevant guidelines

KEY SELECTION CRITERIA

Qualifications and Experience

- Minimum Masters level qualification in Clinical Neuropsychology and registration with AHPRA with endorsement from the Psychology Board of Australia in Clinical Neuropsychology
- Substantial clinical experience of at least 10 years (but no less than 8 years)
- Be a supervisor approved by the Psychology Board of Australia
- Current Victorian Drivers Licence

Technical/Professional Knowledge and Skills

- **Clinical:** Expert knowledge of the methods, principles and practices of a specialised area of psychology or mental health disorders
- Advanced knowledge of assessment, treatment and management options for health services clients and a demonstrated ability to apply this knowledge.
- **Leadership:** Demonstrated ability to develop and empower others through supervision, modelling and training.
- Ability to work autonomously and collaboratively with a multidisciplinary leadership team to deliver on goals
- **Service Development:** Demonstrated initiative to lead and develop a service, engaging effectively with consumers and key stakeholders.

Personal Attributes

- **Adaptability:** Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.

- **Leadership disposition:** Demonstrating the traits, inclinations, and dispositions that characterize successful leaders; exhibiting behaviour styles that meet the demands of a leader role.
- **Work standards:** Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
- **Stress tolerance:** Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization.
- **Driving for results:** Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.

Interpersonal Skills

- **Building strategic working relationships:** Developing and using collaborative relationships to facilitate the accomplishment of work goals.
- **Communication:** Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- **Managing conflict:** Dealing effectively with others in an antagonistic situation; using appropriate interpersonal styles and methods to reduce tension or conflict between two or more people and facilitate agreement.
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ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is

reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.

- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

APPOINTMENTS

- All Allied Health practitioners who provide patient care services in the context of clinical care, research, and teaching within Grampians Health (GH) will be appointed in accordance with the relevant Grampians Health Recruitment Policy. These appointments are subject to routine review, incorporating the Allied Health practitioners' credentials and definition of scope of practice. The initial credentialing and the co-ordination of the credentialing process for Allied Health Practitioners including the determination of scope of practice is undertaken through the office of the Chief Medical Officer in conjunction with the office of the Chief Allied Health Officer.

LOCUMS

- Suitable qualified and experienced practitioners may be appointed as locums to cover the leave of Allied Health Practitioners to fill gaps in service. All locums will be required to provide sufficient credentialing paperwork prior to commencement and receive approved interim credentialing prior to locum contracts being signed. Shorter Performance appraisal document to be completed.