# Statement of Duties

**Position Title:** Senior Psychologist/Allied Health Team Leader  
**Position Number:** 524864  
**Effective Date:** May 2020  
**Group:** Hospitals North/North West – Launceston General Hospital (LGH)  
**Section:** North and North West Hospitals  
**Location:** North  
**Award:** Allied Health Professionals Public Sector Unions Wages Agreement  
**Position Status:** Permanent  
**Position Type:** Full Time  
**Level:** 4  
**Classification:** Allied Health Professional  
**Reports To:** Director – Allied Health Services  
**Check Type:** Annulled  
**Check Frequency:** Pre-employment

## Focus of Duties:

As Allied Health Team Leader in a paediatric acute inpatient and outpatient setting, including beds suitable for patients with mental health conditions, implement and lead the Allied Health Professionals Services (AHPS) model of care; oversight the AHPS team activity in the provision of patient care; and liaise closely with Medical, Nursing and other Care teams on patient care.

As the Senior Psychologist, provide specialist assessment and intervention services for patients, and as required provide support to team members in relation to the management of more complex and novel cases, including child and adolescent mental health, behavioural and general issues.

Act as a resource to facilitate opportunities for education, training and research initiatives in the field of paediatric AHPS for the Tasmanian Health Service (THS) – North.

Provide advice to the Director – Allied Health Services in relation to clinical standards, service development and quality improvement.

As part of the Paediatrics Management group, contribute to broader clinical management and service delivery issues, including the development of strategies to meet current and future service priorities.

## Duties:

1. Provide comprehensive evidence-based clinical assessment, intervention and/or planning, including advising the team approach and ongoing service options for novel and complex paediatric presentations.

2. Provide expert paediatric Psychology as well as broad Allied Health advice to THS - North and external partners in the areas of general and mental health paediatrics.
3. Provide clinical leadership in overseeing the team’s provision of acute and subacute allied health services; and leadership and direction in the further development and implementation of clinical models of care for AHPS and within the broader care team.

4. Undertake a pro-active role in developing effective linkages with health professionals and services across the public and private sector in order to facilitate integrated service pathways.

5. Initiate, lead and participate in peer review, quality improvement programs, education and research in the clinical area.

6. Actively update personal professional knowledge and its application to acute and subacute care services through appropriate continuing professional development activities.

7. Represent the interests of AHPS in various forums and contribute to broader clinical management and service delivery issues, including policy review and the development of strategies to meet current and future service priorities.

8. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.

9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

The Senior Psychologist/Allied Health Team Leader will be required to work without direct supervision and is expected to exercise considerable initiative and professional judgment and autonomy in matters relating to the delivery of services. The occupant of this role will be responsible for:

- Undertaking a leadership role in the development and delivery of paediatric health services, including promoting best practice and ensuring knowledge of multi-disciplinary clinical services.
- Providing specialist psychological assessments and treatments with responsibility for complex and critical patients of the Paediatrics in- and outpatients units.
- Collaborating extensively with Consultant Psychiatrists, CAMHS team members and Paediatrics team members, as well as other government and NGO services.
- Coordinating professional development opportunities and leading and promoting quality improvement and research activities.
- Working collaboratively with the Director - Allied Health Services in evaluating services and identifying opportunities for service development.
- Promoting and maintaining effective consultative mechanisms with internal and external stakeholders in ensuring services are meeting client group needs.
- Complying at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.
Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee’s responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Registered with the Psychology Board of Australia.
- Current Tasmanian Working with Children Registration.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
  1. Conviction checks in the following areas:
     a) crimes of violence
     b) sex related offences
     c) serious drug offences
     d) crimes involving dishonesty
  2. Identification check
  3. Disciplinary action in previous employment check.

Desirable Requirements:

- Expertise in an aspect of paediatric care; developmental, behavioural or mental health.
- Experience in the supervision of post graduate clinical students.
- Endorsed to practice in the approved areas of practice of clinical/neuro/health or developmental psychology.

Selection Criteria:

1. Masters or doctoral degree in a relevant field of psychology, with extensive experience in, and knowledge of, contemporary psychology practice relevant to the clinical area, including demonstrated skills in the clinical management of clients with highly complex behavioural and psychological issues

2. Demonstrated ability to work collaboratively as part of a multi-disciplinary team and be adaptable and flexible in a complex environment, together with demonstrated high-level interpersonal and communication skills, including negotiation and conflict resolution skills at a team and at patient care level.

3. Proven leadership qualities, including the capacity to represent the multi-disciplinary AHPS team, and to develop and implement strategies that evaluate service safety and quality, and ensure AHPS models and practices meet the patient’s and organisation’s needs.

4. Demonstrated ability to represent AHPS within the Paediatrics Department, contributing to the development, implementation and evaluation of services and associated policies, guidelines and procedures.
5. Demonstrated ability to develop and maintain networks and to represent the THS-North in consultancy processes with Agency and private sector health professionals and organisations relating to the delivery of paediatric allied health services.

**Working Environment:**

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.


*Fraud Management:* The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency’s fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency’s fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency’s policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.
Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.