

Statement of Duties

Position Title: Psychologist - Paediatrics	Position Number: 524308	Effective Date: January 2019
Group and Unit: Tasmanian Health Service (THS) - North West Regional Hospital (NWRH)		
Section: Occupational Therapy	Location: North West	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent	
	Position Type: Part Time	
Level: 3	Classification: Allied Health Professional	
Reports To: Manager - Occupational Therapy Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Participate as a member of the multidisciplinary team in the provision of psychology assessment and therapy services to outpatients of the paediatric service.

Provide clinical expertise and evidence based assessments and therapeutic interventions in accordance with organisational policies and relevant professional codes of conduct.

Duties:

- I. Work as an effective member of the multidisciplinary paediatric team in the planning, implementation and evaluation of clinical psychological services for clients and their carers by providing:
 - Appropriate psychological intervention for clients including current evidence based interventions in paediatric cognitive rehabilitation and clinical psychology.
 - Development of patient centred programs including psychologically informed behavioural management programs in collaboration with other members of the team.
 - Goal directed therapeutic programs associated with identified specific cognitive deficits.
 - Cognitive and psychological assessments that address diagnostic questions as well as guide therapy and support recommendations.
 - Preparation of reports for clinical records, other professions and agencies, including court reports, reports for the other agencies (e.g. Guardianship and Administration Board of Australia, Child Safety) and research reports.
 - Active and regular involvement in case conferences, family meetings and other team discussions.

2. Provide education and act as a resource for patients, family, carers, and service providers in relation to complex clinical psychological issues related to paediatric areas of practice.
3. Initiate and participate in peer review, quality assurance programs, education and research as part of the multidisciplinary paediatric team as required.
4. Provide supervision, peer consultation and professional guidance to clinical staff and students as required.
5. Actively pursue contemporary professional knowledge and its application to the paediatric setting through appropriate continuing professional development activities.
6. 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.
7. 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 Psychologist - Paediatrics reports to the Manager - Occupational Therapy Services for operational matters and to the Manager Psychology Services THS–South for professional matters. The occupant of this role is responsible for:

- Provision of a patient centred and goal directed psychology service for outpatients of the THS–North West Paediatric Service.
- Using high level initiative, clinical and professional judgement whilst undertaking complex professional work.
- Complying with the code of professional conduct of the Psychology Board of Australia and the Australian Psychological Association and for working within agency policies and procedures.
- Recognising and maintaining one's own continuing professional development and registration as a psychologist, according to the requirements of the Psychology Board of Australia.
- 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:

- Endorsed with the Psychology Board of Australia as a Clinical Psychologist.
- Postgraduate degree in Clinical Psychology.
- Current Driver's Licence.

Selection Criteria:

1. Extensive experience in and knowledge of contemporary psychology practice relevant to children and their families.
2. Demonstrated extensive experience and expertise in the clinical management of clients with complex psychological issues including the ability to liaise effectively with family, carers and other service providers.
3. Proven high level interpersonal skills including verbal and written communication, negotiation and conflict resolution skills.
4. Proven ability to work collaboratively as part of a multidisciplinary team and be adaptable and flexible in a complex environment.
5. Proven commitment to quality improvement, research and ongoing professional development.
6. Demonstrated knowledge of and commitment to Work Health and Safety and Workplace Diversity, and an ability to apply this knowledge to practice.

Working Environment:

- It is expected the occupant will travel within the North West Region of Tasmania as required.
- Travel throughout the State, including King Island may also be necessary at times.

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.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

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.