

Position	Clinical Project Officer, Psychology Rehabilitation
Classification	AHP3
Division	Mental Health
Department / Section / Unit / Ward	Noarlunga Mental Health Inpatient Rehabilitation
Role reports to	Operationally: > Allied Health Director, SALHN Mental Health Services Professionally: > Principal Clinical Psychologist, SALHN Mental Health Services
CHRIS 21 Position Number P58471	Role Created / Review Date 04/09/2024 SALHN 2024-25-0096
Criminal History Clearance Requirements <input type="checkbox"/> National Police Check <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check)	Immunisation Risk Category Category B (indirect contact with blood or body substances)

JOB SPECIFICATION

Primary Objective(s) of role:

The Clinical Project Officer – Psychology Rehabilitation is responsible for coordinating and managing projects related to psychological practice in mental health rehabilitation using their relevant discipline specific skills and experience.

The role will contribute to the planning, consultation, development, implementation, research and evaluation of specific projects that will include translation of contemporary evidence into practice, development of professional practice competencies as well as training, protocol and resource development. This work will contribute to organisational and Statewide preparedness for the introduction of the new Mental Health Inpatient Rehabilitation beds and support improved patient outcomes and service delivery.

The Clinical Project Officer, Psychology Rehabilitation role accepts accountability for the outcomes of management practices; for addressing inconsistencies between practice and policy; and for contributing to a safe and positive work culture in the interest of consumer outcomes. Individual employees accept accountability for their specific span of control or allocated portfolio.

Direct Reports: (List positions reporting directly to this position)

> Nil

Key Relationships / Interactions:

Internal:

- > Works in close collaboration with the Allied Health Director, Head of Unit and broader project team for Noarlunga Mental Health Inpatient Rehabilitation.
- > May conduct Psychology research translation activities in collaboration with Trevor Parry centre multi-D team as a host site.
- > Maintains cooperative and productive working relationships with all members of the multi-disciplinary health care team.
- > Will develop strategic relationships with key stakeholders across the network, particularly with those engaged in clinical support and recovery service planning and delivery.
- > Collaborates with other mental health staff, service planning staff, consumers and family/carer representatives across a multi-disciplinary team.

External:

- > Works with other Mental Health Services and stakeholders to support improved outcomes and service delivery.
- > Builds and maintains relationships with other Psychologists and academics intrastate and interstate with an interest in Mental Health Rehabilitation.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Addressing inconsistencies in between practice and policies/procedures.
- > Monitor and manage unit/divisional resources within scope of role and promote a culture of due diligence.
- > Keeping up to date with professional standards of practice, implementing and monitoring evidence based practices and technologies and quality and safety initiatives.
- > Dealing appropriately with mental health consumers and their families where there can be multiple complexities, diverse cultural backgrounds and consumer expectations.

Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	N/A
Human Resources	N/A
Procurement	N/A

Resilience

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN values and strategic directions.

General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety Act) 2017 (SA)*
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.

- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > *Mental Health Act 2009 (SA)* and Regulations.

Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

Special Conditions

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007 (Cth)* must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for *Health Care Act 2008* employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan. <ul style="list-style-type: none"> ○ Implementing evidence-based intervention programs, in line with state-wide, national and international guidelines. ○ Utilise and develop outcome measures to evaluate efficacy of therapy programs delivered and introduce new practices in response to evaluations ○ Considering social and cultural diversities in service planning and provision to ensure access to and utilisation of culturally specific services. ○ Review, and make recommendations, develop and implement workflow processes and quality assurance processes to improve practice and maintain a culture of continuous improvement. > Integrate contemporary information and evidence with personal experience to support the decision making, innovative thinking and objective analysis that are expected at this level. e.g. expert clinical knowledge to provide management activities that contribute to improve and optimise clinical care. > Ensure that service provision and the activities of the Division are customer focussed and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of business partners and external clients. > Ensure the effective management of human, financial and physical assets within the unit/Divisions through appropriate planning and allocation of resources to achieve agreed business and strategic plans. > Lead, develop and foster a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation. > Integrate contemporary information and evidence with personal experience to support the decision making, innovative thinking and objective analysis that are expected at this level. > Integrate corporate management activities and local service coordination to achieve continuity of patient/client services to improve and optimise care, and outcomes within their specific setting.
Support of health service systems	<ul style="list-style-type: none"> > Use available information systems: to inform decision making, to implement and co-ordinate processes for quality improvement, to monitor and analyse incidents and accidents, to ensure quality and safety is not compromised, to evaluate outcomes and convey information to staff. > Assist SALHN Mental Health staff to capture and report on patient-level information related to psychology in the Community Based Information System (CBIS) and Sunrise EMR. > Provide leadership, consultancy and advice to management and other health professionals on service delivery, development and practice within psychology services in the context of Mental Health Rehabilitation. > Contribute to the development of, implementation of, and monitoring of corporate policies and processes and lead in their area of expertise.

	<ul style="list-style-type: none"> > Management of resources with due diligence. > Implement and co-ordinate within span of control, processes for quality improvement and continuity within corporate risk management and relevant professional practice frameworks. > Identify hazards, assess risks and implement, monitor and maintain hazard control measures. > Maintain productive working relationships and manage conflict resolution. > Integrate corporate and local unit/ward/program/service human and material resource management in collaboration with relevant managers. > Change local processes and practices in accordance with emerging management needs, evaluation results and imminent systems problems. > Lead the development and analysis, measurement and evaluation of management processes. > Maintain a safe work environment/staffing levels/skill mix/recruitment and retention. > Provide corporate support to Allied Health and Nursing/Midwifery practice and services.
<p>Education</p>	<ul style="list-style-type: none"> > Hold a contemporary professional practice portfolio containing evidence of learning and practice experience that underpin a demonstrable application of knowledge and skills commensurate with the level and type of practice expected of the role. > Ensure mechanisms are in place to support ongoing education where work and learning are integrated. > Provide professional clinical supervision to AHP1/2 Psychology staff, Psychology students, and staff from other disciplines as appropriate, and may be required to support ongoing professional development in the context of Mental Health Rehabilitation. > Undertake clinical training and educational activities including the development of training resources.
<p>Research</p>	<ul style="list-style-type: none"> > Take a lead role in initiating, participating in and supporting the development of research activities relevant to Mental Health Rehabilitation and Psychology and disseminating the results of research. > Contribute specific expertise to monitor and evaluate research activities in order to improve clinical practice and service delivery. > Establish, implement and evaluate systems, which ensure best practice/evidence and patient/client outcomes. > Apply evidenced based recommendations to improve practice and service function. > Use metrics and research outcomes to identify the need for future evaluation or research in order to improve practice and service delivery. > Coordinate and manage projects, programs and/or research to achieve improved patient/client outcomes and/or service delivery.
<p>Professional Leadership</p>	<ul style="list-style-type: none"> > Provide leadership, consultancy and advice to management on Psychology service delivery across SALHN- including service planning and development, the efficiency and prioritisation of service provision, standards and quality of service, staff development, and disciplinary matters > Develop, review and evaluate clinical protocols, Psychology services and resources across SALHN and initiating improvements in consultation with management.

	<ul style="list-style-type: none"> > Provide leadership and direction, acts as a role model, mentor, consultant and resource person. > Provide advice to key stakeholders on issues relating to professional Psychology practice and workforce legislation. > Lead through developing, designing and delivering a continuing education program for the work unit and the Psychology department, by supervising, teaching, and supporting other staff members as required. > Co-ordinating and conducting clinical training and educational activities and acting as a mentor and clinical supervisor for staff. > Providing professional clinical supervision to AHP2 Psychology staff, Psychology students, and staff from other disciplines as appropriate, and may be required to support ongoing professional development in the context of Mental Health Rehabilitation. > Engage with the broader SALHN Mental Health leadership team.
<p>Contribution to effective operation of unit</p>	<ul style="list-style-type: none"> > Contribute to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > Contribute to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector). > Adhere to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements. > Demonstrate appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions. > Undertake training as required to attain and maintain required competency of skills and knowledge applicable to the role.

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Appropriate Degree or equivalent qualification as a psychologist and general registration with the Psychology Board of Australia.

Personal Abilities/Aptitudes/Skills

- >
- > Demonstrated ability to think clearly, objectively and logically about problems, to identify issues and devise and implement logical and rational solutions.
- > Demonstrated high level interpersonal skills including negotiation, consultation and conflict resolution skills, and the ability to establish and maintain effective networks with key stakeholders.
- > Demonstrated high level communication skills including the ability to communicate with clients, professional staff of different disciplines, administrative staff and staff of other agencies, both orally and in writing.
- > Demonstrated ability to contribute to professional education and the training of staff / students in formal teaching programs and clinical observation / training.
- > Demonstrated ability to critically analyse or evaluate issues related to Psychology and / or the clinical units in a manner which can be applied to quality activities, service evaluation, professional education or research.
- > Demonstrated ability to supervise junior staff and students.
- > Demonstrated ability to maintain and enhance a range of relevant partnerships, networks and relationships with key stakeholders within and external to the organisation and demonstrate the ability to work respectfully with consumers and their families.
- > Ability to prioritise workload and meet timelines.
- > Ability to be creative, innovative and flexible when approaching issues within the healthcare setting.
- > Demonstrated ability in leading and promoting consumer engagement initiatives.
- > Demonstrated ability in the leadership and facilitation of change management
- > Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
 - Quality management and the provision of person and family centred care.
 - Risk management.

Experience

- > Demonstrated significant experience in a current clinical mental health setting.
- > Extensive experience in the provision of Clinical Psychology services to clients with a broad range of diagnoses and clinical presentations, in particular adult consumers with severe mental illness and complex needs
- > Demonstrated experience in clinical leadership within a discrete unit, including program evaluation and service development.
- > Demonstrated experience in the effective development, implementation and evaluation of quality improvement initiatives, and/or departmental policies and procedures relevant in a hospital/rehabilitation setting.
- > Experience in the training of undergraduate Psychology students.
- > Successful participation in a multidisciplinary team environment whilst maintaining a clear professional role and identity.
- > Demonstrated experience in managing projects, including evidence of effective stakeholder engagement.
- > Proven experience in basic computing skills including email, word processing and excel.
- > Experience in using organisation management information systems.
- > Experience in evaluating the results of research and integrating, where relevant, the results into clinical practice.
- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Knowledge of contemporary professional and health care issues
- > Broad knowledge of the psychological management of diagnoses and clinical presentations relevant to mental health rehabilitation services.

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- > Ability to work within a team framework that fosters an environment that develops staff potential.
- > Ability to analyse complex clinical data.
- > Ability to undertake presentations to community and professional groups.
- > Ability to prioritise workload and meet set timelines, whilst working under minimal supervision.
- > Ability to forward plan and develop critical pathways.
- > A demonstrated ability to introduce new ideas/ concepts and to influence change.
- > Advanced ability to analyse complex problems, devise and implement creative and effective strategies and to evaluate the outcomes.

Experience

- > Proven experience in basic computing skills, including email and word processing.
- > Experience with quality improvement methodologies for clinical activities.
- > Experience in clinical management and leadership roles preferably at a senior level or within a Psychology Leadership role.
- > Experience in evaluation of services and research.
- > Experience in a broad range of mental health clinical settings.
- > Demonstrated achievements in procedure development.
- > Demonstrated experience in working with mental health consumers and carers.

Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > Knowledge of the South Australian Public Health System.
- > Knowledge of research methodology.

Educational/Vocational Qualifications

- > For Psychology, hold Endorsed Area of Practice in Clinical or Health Psychology
- > Where applicable, qualifications (Graduate Diploma or Master Level) relevant to Practice setting.
- > Hold board-approved supervisor status.
- > Training or postgraduate qualifications in relevant clinical, supervisory or management theory or skills.

Organisational Overview

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Our Legal Entities

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

Role Acceptance

I have read and understand the responsibilities associated with the Clinical Project Officer, Psychology Rehabilitation in the Mental Health and organisational context and the values of SA Health as described within this document.

Name

Signature

Date