

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Clinical Neuropsychologist/Clinical Neuropsychology Registrar - Paediatrics
<b>Position Number:</b>	527868
<b>Classification:</b>	Allied Health Professional Level 3
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Hospitals South - Allied Health Services Psychology
<b>Position Type:</b>	Permanent, Part Time
<b>Location:</b>	South
<b>Reports to:</b>	Manager Psychology Services
<b>Effective Date:</b>	February 2023
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Tertiary qualification/program of study approved by the Psychology Board of Australia Current Working with Children Registration.</p> <p>Registered with the Psychology Board of Australia</p> <p><i>Where required for a particular role:</i></p> <p>Area of Practice Endorsement ie, Clinical Psychology, Clinical Neuropsychology, Counselling Psychology, Community Psychology, Educational and Developmental Psychology, Forensic Psychology, Health Psychology, Organisational Psychology, or Sport and Exercise Psychology.</p> <p><i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	Psychology Board of Australia Registration as a Board Approved Supervisor

## Postgraduate degree in Clinical Neuropsychology

*NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

### Primary Purpose:

In accordance with organisational policies and the professional code of conduct of the Psychology Board of Australia, the Clinical Neuropsychologist/Clinical Neuropsychology Registrar - Paediatrics:

- Provides a neuropsychological service including evidence-based assessments and interventions for the management of neuropsychological conditions to paediatric patients of the Royal Hobart Hospital (RHH).

### Duties:

1. Provide an evidence based, best practice neuropsychological service to paediatric patients attending the RHH Outpatient Paediatric Neuropsychology Service (OPeNS), including providing expertise in the field of brain injury and neurodevelopmental disorders, and assessments of cognition, development and behaviour.
2. Prepare neuropsychological reports, including medico-legal reports, as required.
3. Engage with and provide advice and consultation to relevant stakeholders involved in the clinical care of children and families of the service, including involvement in case conferences and family meetings to assist in the understanding and management of neuropsychological conditions.
4. Provide education and support to parents, family, carers, staff, schools, service providers and others involved in the ongoing care, support and management of the patient.
5. Provide consultancy and peer consultation to other psychologists, and supervision to postgraduate students, as negotiated and agreed with by the Manager Psychology Services.
6. Participate in registered quality improvement and research projects as agreed with the Manager Psychology Services.
7. Actively pursue contemporary professional knowledge and its application to the paediatric neuropsychology setting through appropriate continuing professional development.
8. Maintain records of clinical and non-clinical activity in accordance with policy and procedures for Psychology Services at the RHH.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
10. 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.

### Key Accountabilities and Responsibilities:

Under professional supervision, general guidance and support provided by the Manager Psychology Services, the Clinical Neuropsychologist/Clinical Neuropsychology Registrar - Paediatrics is expected to:

- Exercise high level initiative and professional judgement whilst undertaking complex and critical professional work in a hospital outpatient setting) requiring a demonstrated commitment to the provision of a high standard of patient care.

- Work within Agency policies and procedures and comply with the registration and ethical standards of the Psychology Board of Australia.
- Recognise and maintain one's own continuing professional development and registration as a Clinical Neuropsychologist/Clinical Neuropsychology Registrar - Paediatrics, according to the requirements of the Psychology Board of Australia.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

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.

## Selection Criteria:

1. Extensive experience in, and knowledge of, contemporary Neuropsychological practice in paediatric and adolescent settings which includes evidence-based assessments and intervention.
2. High level interpersonal, negotiation and conflict resolution skills including demonstrated experience in liaising effectively with family and support networks, clinicians and health professionals and a commitment to the principles of child and family centred care.
3. Effective verbal and written communication skills and demonstrated experience in the provision of education, supervision/peer consultation and high level formal documentation, including medico-legal reports.
4. Proven ability to work effectively both independently and as a collaborative member of a professional team.

5. Demonstrated ability to apply independent judgement, adaptability and flexibility whilst working within a complex environment subject to change.
6. Proven Commitment to quality improvement, research and ongoing professional development.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).