Department of Health and
Tasmanian Health Service

Tasmanian Government

Statement of Duties

Position Title: Psychologist	**Position Number:** 511072, 523836	**Effective Date:** August 2020
Group: Hospitals South – Royal Hobart Hospital (RHH)		
Section: Southern Hospitals	**Location:** South	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	**Position Status:** Permanent	
	Position Type: Full Time/Part Time	
Level: 3	**Classification:** Allied Health Professional	
Reports To: Manager Psychology Services		
Check Type: Annulled	**Check Frequency:** Pre-employment	

Focus of Duties:

In accordance with organisational policies and the professional code of conduct of the Psychology Board of Australia, the Psychologist:

- Provides psychological services including evidence-based assessments and therapeutic interventions to patients of the Royal Hobart Hospital (RHH), including inpatient and outpatient services.

Duties:

1. Provide psychological input to patients attending the RHH, including but not limited to psychological, cognitive, behavioural and/or capacity assessments, and appropriate group and/or individual interventions.
2. Prepare psychological and neuropsychological reports, including medico-legal and Guardianship and Administration Board of Tasmania reports as required.
3. Engage with and provide advice and consultation to multidisciplinary teams, including assisting multidisciplinary teams in discharge planning, multidisciplinary case conferences and family meetings, as required.
4. Provide education and support to family, staff, carers, service providers and others involved in ongoing patient care and management.
5. Provide consultancy and peer supervision to other psychologists and supervision to post-graduate students as negotiated with 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 acute and inpatient setting through appropriate continuing professional development activities.

8. Maintain records of clinical and non-clinical activity in accordance with policy and procedures for Psychology RHH unit.

9. 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.

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.

Scope of Work Performed:

Under professional supervision, general guidance and support provided by the Manager Psychology Services, the Psychologist is expected to:

- Exercise high level initiative and professional judgement whilst undertaking complex and critical professional work in a hospital 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 Psychologist, according to the requirements of the Psychology Board of Australia.
- Comply 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.
- 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:

- Endorsement by the Psychology Board of Australia as a Clinical Psychologist or Clinical Neuropsychologist.
- Post graduate degree in Clinical Psychology or Clinical Neuropsychology.

Selection Criteria:

1. Extensive experience in, and knowledge of, contemporary Clinical Psychological/Neuropsychological practice in inpatient and outpatient settings which includes evidence-based assessments and therapeutic interventions.
2. High level interpersonal, negotiation and conflict resolution skills including demonstrated experience in liaising effectively with family and support networks, clinicians and health professionals.
3. Effective verbal and written communication skills and demonstrated experience in the provision of education, supervision and high-level formal documentation, including medico-legal and Guardianship and Administration Board reports.
4. Proven ability to work effectively both independently and as a collaborative member of a multidisciplinary 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 (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.