



ROLE DESCRIPTION

Role Title:	Senior Clinical Neuropsychologist		
Classification Code:	AHP3	Position Number	
LHN/ HN/ SAAS/ DHW:	Central Adelaide Local Health Network (LHN)		
Hospital/ Service/ Cluster:	RAH/TQEH/HRC		
Division:	Allied Health		
Department/Section / Unit/ Ward:	Psychology		
Role reports to:	Psychology Co-Directors via the Neuropsychology Manager, CALHN		
Role Created/Reviewed Date:	September 2024		
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)		
Immunisation Risk Category Requirements:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

ROLE CONTEXT

Primary Objective(s) of role:

CALHN employs Clinical/Health Psychologists and Clinical Neuropsychologists/Neuropsychologists in a number of clinical units across the Royal Adelaide Hospital (RAH), The Queen Elizabeth Hospital (TQEH) and Hampstead Rehabilitation Centre (HRC).

The Senior Clinical Neuropsychologist is accountable to the Principal Clinical Neuropsychologist in CALHN for the provision of a range of clinical neuropsychology services to CALHN inpatients and outpatients, in order to achieve better health outcomes for patients and their families.

Key Relationships/ Interactions:

Internal

- Reports to the Principal Clinical Neuropsychologist in CALHN
- Liaises closely with other Senior Clinical Neuropsychologists and Clinical Neuropsychologists at RAH/TQEH/HRC with regard to day-to-day professional and administrative matters.

External

- Liaises with team members of the relevant medical and surgical units contributing to the achievement of CALHN goals and outcomes.

Challenges associated with Role:

Neuropsychology services operate as part of fast-paced multi-disciplinary teams requiring an ability to cope with high demand for clinical services in an environment of multiple competing demands.

Delegations:

Delegated Level N/A in accordance with CALHN's Delegation of Authority Document

Staff supervised: 0 Direct (currently) 0 Indirect

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Technical Skills and Application, Expertise and Leadership</p>	<ul style="list-style-type: none"> • Manage the referral and triage system for neuropsychology services to ensure patients are provided with appropriate services. • Using increased professional knowledge and skill to provide complex neuropsychological assessments consistent with evidence based practice, including the provision of written reports and recommendations to assist in maximising outcomes for patients with cognitive impairment. • Managing, with reduced supervision, non-routine clinical situations, i.e. requiring more advanced problem solving, professional decision making and practice skills • Regular participation in peer reviewed clinical quality assurance activities. • Coordinating and providing supervision to AHP2 Clinical Neuropsychologists and post-graduate neuropsychology students on clinical placement, and providing input to trainees from other disciplines as required. • Taking personal responsibility for maintaining up-to-date knowledge in clinical neuropsychological methods and practices. • Attending and actively participating in multidisciplinary clinical activities such as ward rounds and clinical meetings.
<p>Service Improvement</p>	<ul style="list-style-type: none"> • Monitor the neuropsychology service to identify clinical risks, emerging trends and opportunities for improvement and implement required service changes to meet changing needs. • Review CALHN discipline-specific policies and procedures in collaboration with Psychology Department leaders. • Contribute to the achievement of CALHN Neuropsychology Service aims and objectives by participating in working parties and policy and service developments as appropriate. • Contribute to service development through profession-specific, and multi-professional research and evaluation. • Assist in the review of discipline-specific policies and procedures in collaboration with the Principal Clinical Neuropsychologist in CALHN. • Contribute to the LHN's achievement of its aims and objectives by participating in working parties and policy development as appropriate in consultation with the Principal Clinical Neuropsychologist in CALHN.
<p>Teamwork and Communication</p>	<ul style="list-style-type: none"> • Participate in intra-disciplinary collaboration between clinicians across CALHN and the development of inter-professional partnerships to improve the quality, safety and integration of services. • Contribute to multi-disciplinary patient care and liaise/consult with other members of the professional team and external agencies as required (e.g. SACAT), and provide specialised neuropsychology consultancy services where appropriate, taking into account the client's cultural background and beliefs. • Communicate and negotiate effectively, both verbally and in writing. • Using well developed self-organisation, communication and team skills to help deliver a consistent and reliable standard of service. • Participating in team based clinical and planning activities to enhance the overall service provided to clients.

Personal and Professional Development	<ul style="list-style-type: none"> • Undertake supervised psychological practice, peer review, ongoing professional development and consultation with colleagues as required. • Actively participate in the Development Discussion process as frequently as may be required, but at least annually. • Attend all mandatory training and actively pursuing other development as required to maintain currency of clinical knowledge. • Actively develop the professional skills and competencies in others, by contributing to or facilitating education and training activities on the delivery of psychology-specific services.
Administration and Documentation	<ul style="list-style-type: none"> • Comply with organisational requirements for the accurate and timely completion of documentation and statistics. • Appropriately identify, use and apply relevant policies, procedures reporting and documentation systems.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- Must hold an appropriate degree (Master's Degree or Clinical Doctorate in Clinical Neuropsychology) or equivalent qualification as recognised by the Psychology Board of Australia (PsyBA).
- Must hold general registration with the PsyBA, with endorsement in Clinical Neuropsychology specialist area of practice.
- Must hold board-approved supervisor status at all levels, as recognised by PsyBA

Personal Abilities/Aptitudes/Skills:

- Ability to apply sound professional judgement and clinical skills, with reduced professional supervision, to the clinical management of patients with increasing levels of complexity.
- Ability to implement client centred and evidence based practice in situations ranging from the standard to the more complex.
- Able to independently design, implement and evaluate complex neuropsychological assessments and interventions.
- Able to provide specialist consultancy services to hospital units and outside agencies.
- Able to plan and conduct research and to evaluate clinical interventions.
- Excellent written and verbal communication skills with the ability to provide timely, accurate, legible and complete clinical records and workload data.
- High level of interpersonal, negotiating, counselling and problem solving skills with the ability to work effectively in a variety of teams and interact with clients, family and carers and other health professionals in a tactful, sensitive and ethical manner.
- High levels of reliability, responsibility and organisational skills including the ability to set priorities, organise activities, delegate appropriately and achieve timely outcomes in a range of clinical and non-clinical situations.
- Able to manage complex ethical issues, including privacy and confidentiality issues.
- Initiative to improve personal and professional skills by seeking and acting on constructive feedback and by actively participating in self-directed and programmed professional development.
- Ability to make positive contributions towards improving service quality in line with organisational goals.
- Demonstrated flexibility and ability to adapt to changing service provision needs.

Experience

- High level of experience subsequent to postgraduate training, working as a Clinical Neuropsychologist.
- Experience with multidisciplinary teamwork.
- Experience in complex clinical neuropsychological assessment and in the provision of assessment feedback to patients and their families.
- Experience in the supervision of staff and students.
- Experience in managing complex clinical situations with reduced professional supervision.

- Proven experience in basic computing skills, including email and word processing to facilitate effective use of Sunrise (electronic record keeping).

Knowledge

- Evidence based knowledge of the impact of brain impairment on individual, family and community functioning.
- Evidence based knowledge of issues arising from care across continuum, from acute care through to rehabilitation.
- Working knowledge of the relevant professional Code of Ethics.
- Familiar with relevant State Government Legislation and guidelines such as Equal Opportunity Act, 1984, Occupational Health, Safety and Welfare Act 1986 and Workers Rehabilitation and Compensation Act 1986, and Commissioner for Public Employment's Code of Conduct for South Australian Public Sector Employees.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Member, or eligibility for membership, of a recognised Australian professional psychology association.
- Additional post-master's degree qualifications in relevant areas of psychology.

Personal Abilities/Aptitudes/Skills:

- Ability to develop and monitor treatment programmes to be implemented by allied health/rehabilitation assistants
- Demonstrated interest in developing leadership and management skills especially in regard to implementing quality activities and contributing to service development and research
- Participation in relevant professional organisations.
- Skills in the conduct of applied clinical research.

Experience

- Significant experience subsequent to gaining Master's degree, working as a Clinical Neuropsychologist in a health or rehabilitation setting.
- Experience with the provision of professional education sessions and/or community health education.
- Experience in promotion of psychological health.

Knowledge

- Knowledge of psychopharmacology and medical terminology.
- Knowledge of local and state-wide services and resources relevant to the target population.
- Knowledge of technology to provide innovative and evidence based care.

Special Conditions:

- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- 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 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.

General Requirements:

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

- *Work Health and Safety Act 2012 (SA)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, 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 by 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)* 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012 (SA)*.
- *Information Privacy Principles Instruction*.
- 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.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

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.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:

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

Organisational Context

Organisational Overview:

At CALHN we are shaping the future of health with world-class care and world-class research. This is fundamental in assisting us to achieve our vision of becoming one of the top five performing health services in Australia and one of the top 50 performing health services in the world within five years.

We are part of SA Health, which is the brand name for the public health system. As a system SA Health's mission 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.

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.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and Far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

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

Central Adelaide Local Health Network:

Established in July 2011, CALHN is one of five Local Health Networks (LHNs) in South Australia and we are accountable to the Central Adelaide Local Health Network Governing Board. Our board has oversight of our strategy, risk management, governance and performance, and works with our Chief Executive Officer to provide strategic direction for our network.

CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit, Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH)

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA Pathology SA Pharmacy and BreastScreenSA, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high-quality patient care is our number one priority, underpinning our goals is good governance, improved patient experience, business operations, efficiency and financial performance and more accountable and contemporary ways of working.

To find out more about CALHN, visit centraladelaide.health.sa.gov.au

Values

Central Adelaide Local Health Network Values

Our values, together with our vision and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other. They guide our decisions and actions.

Values	Behaviours
<i>People first</i>	<ul style="list-style-type: none">- I am there for my patients and colleagues when they need me most.- I put myself in my patients and colleagues shoes to understand their needs.- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.- I respect uniqueness in my colleagues, our patients and their families.
<i>Ideas driven</i>	<ul style="list-style-type: none">- I look and listen to ensure I fully understand the problem and find a solution.- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.- I invest in my own learning and look for opportunities to explore and introduce new ideas.- I am interested in critical research and how it informs creative thinking.
<i>Future focussed</i>	<ul style="list-style-type: none">- I embrace leading practices and use them to evolve our ways of working.- I lead and support change to improve patient and organisational outcomes.- I am constantly on the look-out for opportunities to improve.
<i>Community minded</i>	<ul style="list-style-type: none">- I put my hand up to lead work that matters.- I am accountable and focused on value.- I value and champion diversity.- I embrace collaboration and constructive partnerships.

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- We are committed to the values of integrity, respect and accountability.
- We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

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.

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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

Role Acceptance

Employee Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name:

Signature:

Date:

Approvals

Role Description Delegate Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6
V10	08/12/2023		