



North Metropolitan Health Service
Job Description Form

HSS Registered March 2017

Senior Clinical Neuropsychologist Coordinator
(Paediatric Programme)

WA Health - HSUWA - PACTS Industrial Agreement: HSO Grade 3

Position Number: 601389

Neurosciences Unit

North Metropolitan Health Service Mental Health

Reporting Relationships

Deputy Area Executive Director
 Award Level: HSO Class 1
 Position Number: 601168



Director/ Consultant Clinical Neuropsychologist
 Award Level: HSO Grade 4
 Position Number: 601382



This Position



← Also reporting to this supervisor:
 Clinical Psychologist 0.3FTE
 Clinical Neuropsychologist, 2.0FTE
 Clinical Psychologist (Educational), 1.0FTE
 Senior Clinical Neuropsychologist, 2.0FTE
 Senior Social Worker, 3.6FTE
 Senior Speech Pathologist, 2.FTE
 Administrative Coordinator, 0.6FTE
 Administration, 3.63FTE
 Consultant Physician (Neurology), 0.2FTE
 (sessional)
 Senior Research Scientist, 0.5FTE

Directly reporting to this position:

Title	Classification	FTE
Clinical Nurse Specialist/ Mental Health Brief Intervention Officer	SRN 2	0.4FTE

Other positions under control

Title	Classification	FTE
Clinical Psychologist	HSO P1.5-4.2	0.3FTE
Clinical Neuropsychologist	HSO P1.5-4.2	2.0FTE
Clinical Psych (Educational)	HSO P1.5-4.2	1.0FTE
Snr Speech Pathologist	HSO P2	1.0FTE
Senior Social Worker	HSO P2	0.4FTE

Prime Function / Key Responsibilities

The state-wide Neurosciences Unit provides specialist diagnostic support to hospitals and other government and non-government agencies. This position provides a clinical neuropsychological service to children and adolescents with a known or suspected cognitive impairment, requiring a high level of knowledge, experience and competence within a professional multidisciplinary team. Coordinates and monitors the service standards for the paediatric program, including performance development and supervision. Provides consultation, education, and supervision, on complex neurological/mental health/psychological and neuropsychological disorders to both internal and external services, practitioners and schools.

Brief Summary of Duties (in order of importance)

1. Coordination (25%)

- 1.1. Coordinates clinical neuropsychology services.
- 1.2. Monitors and coordinates professional and service standards of paediatric team.
- 1.3. Carries responsibility for performance development and supervision of clinical staff directly reporting to this position and students.

2. Clinical Services (40%)

- 2.1. Provides a clinical neuropsychology assessment and intervention service requiring a high level of knowledge, experience, and competence with complex neurological/mental health/psychological and neuropsychological disorders in children and adolescents.
- 2.2. Provides a clinical neuropsychological assessment service requiring a high level of knowledge, experience, and competence with complex neurological/mental health/psychological and neuropsychological disorders in children and adolescents.
- 2.3. Contributes to multidisciplinary teams and consultancy in the service at a high level of knowledge, experience, and competence.
- 2.4. Maintains a high level of awareness of current clinical practice and research.

3. Consultation, Education, Supervision and Research (25%)

- 3.1. Provides a high level of clinical expertise at both systems and individual level relating to complex neurological/mental health/psychological and neuropsychological disorders on the Paediatric Program.
- 3.2. Provides consultation regarding services and/or policies and procedures, with other clinical psychologists/neuropsychologists and with other government and non-government agencies and schools.
- 3.3. Develops new treatment protocols or assessment procedures relating to complex neurological/mental health/psychological and neuropsychological disorders and makes these available to other health professionals.
- 3.4. Develops and implements training programs and provides training and supervision at a high level for clinical psychologists/neuropsychologists and other members of the multidisciplinary team.
- 3.5. Designs and implements psychological/neuropsychological research and/or evaluation within areas of expertise.

4. General Administration (10%)

- 4.1. Maintains client records and statistical data in accordance with established procedures and Directorate requirements.
- 4.2. Provides feedback and reports on training and educational activities.
- 4.3. Participates in a continuous process to monitor, evaluate, and develop performance, and participates in supervision.
- 4.4. Complies with guidelines regarding the use, maintenance and selection of psychological/neuropsychological therapy and testing materials and other government property.

5. NMHS Governance, Safety and Quality Requirements

- 5.1. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 5.2. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 5.3. Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and

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ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.

- 5.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service, Departmental / Program and other specific policies and procedures.
- 5.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act, the Equal Opportunity Act and quality activities in all work practices.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Masters or Doctoral degree in Clinical Neuropsychology and eligibility for full registration and endorsement in Clinical Neuropsychology with the Psychology Board of Australia.
2. Demonstrated high level of team-work, professional leadership, and staff supervision skills.
3. Demonstrated ability to function at a senior level and with a high degree of independence in a variety of roles such as clinician, consultant, supervisor, educator, researcher/evaluator, and agent of change in the context of a multidisciplinary team environment.
4. A high degree of proficiency in neuropsychology assessment and in the development, delivery and evaluation of clinical neuropsychology interventions with complex neurological/mental health/psychological and neuropsychological disorders in children and adolescents.
5. A high level of knowledge of psychological theories, models and evidence-based clinical interventions in relation to complex neurological/mental health/psychological and neuropsychological disorders in children and adolescents.
6. A high level of competence in the development, delivery and evaluation of clinical neuropsychology assessment and interventions with complex neurological/mental health/psychological and neuropsychological disorders in children and adolescents.
7. A high level of competence in the clinical neuropsychological supervision of clinical neuropsychologists and other mental health practitioners in assessment and intervention of complex neurological/mental health/psychological and neuropsychological disorders in children and adolescents.
8. A high level of knowledge of laws and ethical standards governing psychological research and practice.
9. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Significant experience in the delivery of outpatient and community mental health paediatric settings.
2. Board approved supervisor.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current full registration by the Psychology Board of Australia and endorsement in Clinical Neuropsychology must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

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Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor
Name: Rachel Zombor
Signature/HE: 85584
Date:08/02/2017

Dept./Division Head
Name: Rachel Zombor
Signature/HE:85584
Date:08/02/2017

Position Occupant
Name:
Signature/HE:
Date:

Created on:
Last updated on: 14/03/2017
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