



North Metropolitan Health Service  
**Job Description Form**

HSS Registered January 2018

**Clinical Neuropsychologist**  
**Health Salaried Officers Agreement: Grade 2**  
**Position Number: 601384**  
**Adult General Diagnostic Program**  
**Neurosciences Unit**

**Reporting Relationships**

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



Title: Senior Clinical Neuropsychologist Coordinator,  
General Diagnostic Program  
Award Level: HSO Grade 3  
Position Number: 601766



← Also reporting to this supervisor:

- Senior Psychologist,  
HSO Level P2.1-2.3, 1.0FTE
- Clinical Neuropsychologist,  
HSO Level 2.3-4.2, 0.2FTE

**This Position**



Directly reporting to this position: <ul style="list-style-type: none"><li>• Nil</li></ul>	Other positions under control <ul style="list-style-type: none"><li>• Nil</li></ul>
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**Prime Function / Key Responsibilities**

The Neurosciences Unit is a statewide service that provides diagnostic support to hospitals and other government and non-government agencies. Within a multidisciplinary and professional team context this position performs clinical, consultant, educational and research neuropsychological services for adults and older adults with neurological and/or psychiatric conditions. Provides supervision to Clinical Neuropsychology registrars/trainees as needed.

## Brief Summary of Duties (in order of importance)

### 1. Clinical Services (65%)

- 1.1 Performs neuropsychological assessments to appraise cognitive, emotional, behavioural and family functioning utilising interviews, systemic observations, psychometric and psychodiagnostic assessments and evaluation of systems for adult patients with complex neurological and mental health/psychological disorders including neurodegenerative conditions.
- 1.2 Provides neuropsychological feedback, recommendations and interventions to clients and significant others as appropriate.
- 1.3 Participates in multidisciplinary team meetings in which clinical management and intervention planning decisions are made.
- 1.4 Develops and extends own professional knowledge.

### 2. Consultation, Education, Supervision, and Research (25%)

- 2.1 Provides consultation on neuropsychological matters to colleagues.
- 2.2 Liaises with referrers and other external agencies regarding feedback, recommendations, clinical issues and case management of clients.
- 2.3 Supervises Clinical Neuropsychologist Registrars within the Neurosciences Unit for the endorsement in Clinical Neuropsychology with the Psychologists Board of Australia as required in consultation with the Senior Clinical Neuropsychologist Coordinator.
- 2.4 Supervises Clinical Neuropsychology trainees as required.
- 2.5 Provides education and training on neuropsychological matters within the discipline and across disciplines.
- 2.6 Provides public preventative and health-education programs in areas of expertise as required,
- 2.7 Participates in research of an applied clinical and evaluative nature.

### 3. General Administration (10%)

- 3.1 Maintains client records and statistical data in accordance with established procedures and Directorate requirements.
- 3.2 Participates in intake, psychology, department and other meetings as required.
- 3.3 Provides feedback and reports on training and educational activities.
- 3.4 Participates in a continuous process to monitor, evaluate, and develop performance and participates in supervision as required in consultation with the Senior Clinical Neuropsychologist Coordinator.
- 3.5 Complies with guidelines regarding the use, maintenance and selection of psychological therapy and testing materials and other government property.
- 3.6 Contributes to policy development within the Neurosciences Unit
- 3.7 Participates in quality improvement and internal audit activities as required.

### 4. NMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service, Departmental / Program and other specific policies and procedures.
- 4.6 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.

### 5. 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 ability to function with a high degree of competence and initiative, under general to limited direction, in a variety of roles such as a clinician, consultant, supervisor, teacher, researcher/evaluator, and agent of change in a multidisciplinary team environment.
3. Thorough knowledge of neuropsychological theories, models and practices. This includes a well-developed model of evidence-based practice.
4. Demonstrated proficiency in neuropsychological assessment, feedback, interview techniques and report writing for adults (over the age of 16 years) with mental health and/or neurological conditions including neurodegenerative disorders.
5. Highly developed communication and interpersonal skills including demonstrated ability to liaise effectively with other health professionals and external agencies both on individual patient - management matters and on general service issues.
6. A thorough knowledge of the laws and ethical standards governing psychological practice.
7. Current knowledge and commitment to legislative obligations for Equal Opportunity, Disability Services, Occupational Safety and Health, and quality-related activities, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Experience in the delivery of community, clinic and outpatient services within a mental health setting.
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.

## Certification

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

### Manager/Supervisor

Name:  
Signature/HE:  
Date:

### Dept./Division Head

Name: Rachel Zombor  
Signature/HE:85584  
Date:

### Position Occupant

Name:  
Signature/HE:  
Date:

Created on:

Last updated on: 08/01/2018

Registered by HSS HE98077