



North Metropolitan Health Service  
**Job Description Form**

HSS Registered September 2019

**Clinical Neuropsychologist Registrar**

**Health Salaried Officers Agreement: Grade 1**

**Position Number: 601386**

**Paediatric 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,  
Paediatric General Diagnostic Program

Award Level: HSO Grade 3

Position Number: 601389



**This Position**



Also reporting to this supervisor:

- Clinical Neuropsychologist/ Clinical Neuropsychologist Registrar 601759, HSO Level P1.5-4.2, 1.0 FTE
- Clinical Psychologist 601383, HSO Level P2.3-4.2, 0.3 FTE
- Educational/Developmental Psychologist 601388, HSO Level P2.3-4.2, 1.0 FTE
- Senior Speech Pathologist 602201, HSO Level P2, 1.0 FTE
- Senior Social Worker 601394, HSO Level P2, 0.4 FTE
- CNS Mental Health Brief Intervention 601780, SRN Level 2, 0.4 FTE

Directly reporting to this position:

- Nil

Other positions under control

- Nil

**Prime Function / Key Responsibilities**

Within a multidisciplinary team context and under the approved supervision of a Clinical Neuropsychologist, performs clinical, consultant, educational and neuropsychological services for children and adolescents with conditions known to affect brain development including liaison with other professionals and schools.

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

### 1. Clinical Services (75%)

- 1.1 Performs neuropsychological assessments of children and/or young adults with conditions known to affect brain development (e.g. neurodevelopmental disorders, acquired brain injuries, trauma or neglect, in utero substance exposure, genetic or metabolic conditions etc.) to appraise cognitive, emotional, behavioural and family functioning utilising interviews, systemic observations, psychometric and psycho-diagnostic assessments and evaluation of systems.
- 1.2 Provides assessment feedback and interventions to individuals, families, schools and referral agencies as well as treatment and management recommendations, including input into the management plans within school, home and/or vocational settings.
- 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 (15%)

- 2.1 In consultation with the Senior Clinical Neuropsychologist Coordinator, undertakes regular supervision with an approved supervisor towards endorsement in clinical neuropsychology with the Psychologists Board of Australia.
- 2.2 Provides consultation regarding clinical psychology matters to colleagues.
- 2.3 Liaises with referrers and other external agencies regarding feedback, recommendations, clinical issues, and case management of clients.
- 2.4 Provides education and training on neuropsychological matters within discipline and across disciplines.
- 2.5 Participates in public preventative and health education programs in areas of specialist expertise as required.
- 2.6 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 Provides feedback and reports on training and educational activities.
- 3.3 Participates in a continuous process to monitor, evaluate and develop performance.
- 3.4 Complies with guidelines regarding the use, maintenance, and selection of psychological therapy and testing materials and other government property.
- 3.5 Participates in intake, psychology, department and other meetings as required.
- 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 Clinical Neuropsychology Registrar status with the Psychology Board of Australia.
2. Demonstrated capacity to work independently under approved professional supervision of a board approved Clinical Neuropsychologist in a variety of roles such as clinician, consultant, teacher, researcher/evaluator, and agent of change in a multidisciplinary team environment.
3. Knowledge of neuropsychological theories, models and practices applicable to paediatric neuropsychology. This includes a well-developed model of evidence-based practice.
4. Demonstrated proficiency in neuropsychological assessment, feedback, interview techniques and report writing for children and adolescents with developmental, neurological and neuropsychiatric conditions.
5. Well-developed communication and interpersonal skills including the ability to liaise effectively with other health professionals and external agencies both on individual client management matters and on general service issues.
6. A sound 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 paediatric neuropsychology services.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current full registration by the Psychology Board of Australia and evidence of enrolment in the Clinical Neuropsychology Registrar program 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: September 2019

HSS REGISTERED