

POSITION DESCRIPTION

Position Title:	Clinical Psychologist
Department:	Royal Rehab Private
Location:	Royal Rehab, Ryde NSW

Employment Screening Check:	
National Criminal Record Check required:	Yes
Working with Children Check required:	Yes
Vaccination Category required:	Category A
Online Driving Record Check:	No
NDIS Workers Screening Check:	No

Position Purpose:
Provision of psychological assessment and intervention/treatment to clients of the private hospital including the 6 statewide beds for Spinal Cord Injury

Organisation Context:
<p>Royal Rehab services operate as multi-disciplinary teams, with psychologists working closely with medical practitioners, nurses, occupational therapists, physiotherapists, recreation therapists, social workers, speech pathologists and dieticians.</p> <p>Professionally, psychologists work as part of the psychology service. The service includes psychologists from a variety of different backgrounds, including clinical psychology and clinical neuropsychology. The service is headed by the Professional Leader for Psychology (PLP), who oversees professional practice and coordinates professional development.</p>

Organisational Relationships:	
Reports to:	Clinical Operations Managers and Psychology Professional Leader.
Responsible for:	N/A

Performance Review & Development Planning:
Assessment against service, professional and organisation performance indicators, and development of professional development plan will occur 3 months after commencement, and annually thereafter

Qualifications, Skills & Experience:

Essential

- Registration with the Australian Health Practitioners Regulation Agency (AHPRA).
- Clinical Psychology endorsement with the Psychology Board of Australia (AHPRA) or working towards
- Demonstrated expertise in conducting psychological assessment, and the ability to adapt standardised approaches to meet the needs of clients with complex disability.
- Knowledge of recognised diagnostic criteria (e.g., DSM-IV and / or ICD-10) and experience in the application of the same.
- Demonstrated experience in the provision of psychological therapy and / or psycho-educational programs, and the ability to adapt standardised approaches to meet the needs of clients with complex disability.
- Demonstrated competence in interpersonal communication, negotiation, and conflict resolution skills.
- Demonstrated experience in preparing psychological reports for a professional audience, and interpreting reports for a lay audience
- Access to own vehicle and driver's licence

Desirable

- Knowledge of services and resources to support people with disability & their families.
- Previous experience working in a multi-disciplinary team.

Key Internal & External Relationships:

Internal	<p>Members of the private service rehabilitation team</p> <p>Members of the AHO</p> <p>Rehabilitation Specialists</p> <p>Professional leader for Psychology</p> <p>Royal Rehab Clinical Psychologists</p> <p>Royal Rehab Neuropsychologists</p> <p>Clinical Operations Managers</p> <p>Unit based medical, allied health and nursing staff</p>
External	Senior practitioners other organisations experienced in their particular area of professional practice.

Delegations/Authority

Budget	Nil
Financial Delegations	Nil

Key Responsibility Areas

Key Area of Accountability	Specific Tasks and Responsibilities
Clinical	<ul style="list-style-type: none"> • Maintain appropriate records of client intervention in accordance with psychology service and Centre standards. • Liaise with other health professionals in the implementation of client intervention programs. • Attend unit management meetings, case conferences, family conferences and goal planning meetings

	<ul style="list-style-type: none"> • Adhere to the centre's Minimal Lift policy for all clinical areas • Design and implementation of rehabilitation programs utilising knowledge of the individual's clinical profile and other information available from clinical records, multidisciplinary consultation and liaison with members of the client's network (e.g. carers and family members), as appropriate. • Provision of consultation, advice and education to clients, other professionals and family members/carers. • Establishment and maintenance of efficient reporting on client assessment and treatment. • Provision of advice, from a psychological knowledge base to the team on how the psychological status of individual clients can impact on their rehabilitation program. • Prioritise workloads according to changing service priorities and to contribute to the regular review of these priorities in conjunction with the psychology professional leader. • Record client-related information according to ROYAL REHAB policy, with particular attention to balancing the need to promote inter-disciplinary communication and maintain client confidentiality. • Psychological report writing
Strategic	<ul style="list-style-type: none"> • Participate in the development and implementation of the Centre and psychology service business plan. • Assist in the implementation and development of services and policies within the psychology service and designated clinical unit
Quality	<ul style="list-style-type: none"> • Always provide courteous and professional service to external and internal clients. • Comply with the Department of Health and Royal Rehab Centre codes of conduct. • Comply with the Australian Psychological Society's Code of Ethics. • Comply with the centre's uniform/dress code policy. • Treat all personal details of medical, social or family history of a client as confidential at all times. • Attend and participate in scheduled psychology service staff meetings and scheduled in-services where appropriate. e Demonstrate a commitment to own professional development and keeping skills and knowledge up to date e.g. via attending in-services, journal club, courses

GENERAL RESPONSIBILITIES

Work Health and Safety

Royal Rehab is committed to providing a healthy and safe workplace for all employees, clients, and visitors. To facilitate this safe and healthy workplace it is your responsibility to:

- Ensure that all potential hazards, accidents, and incidents are identified and notified
- Ensure your own safety and that of others

Equity and Zero Tolerance to Bullying, Harassment and Discrimination

Royal Rehab upholds the Federal and State government's policies to bring equality in employment for all employees to assist them to achieve their full potential. Royal Rehab will ensure merit-based selection and that all facets of employment are fair, by making unlawful discrimination of persons based on gender, pregnancy, race, religion, marital status, age, sexual preferences, disability, or carer responsibilities.

As an employee of Royal Rehab, it is your responsibility to:

- Deal with others in a fair and equitable manner free from harassment and discrimination

- Ensure that a working environment free from sexual or any other harassment is recognised as a basic right

Principles of Multiculturalism

Employees are expected to:

- Respect and make provision for culture, language, and religion of others within an Australian legal and institutional framework where English is the common language
- Organise access to health care interpreting services to facilitate communication with clients who are from non-English speaking backgrounds as required
- Abide by the principles of the Multiculturalism Act 2000
- Implement the Multicultural Policies and Services Program (MPSP) within their area of responsibility

Code of Conduct

Royal Rehab requires a professional standard of behaviour from staff which:

- Demonstrates respect for the right of the individual and the community
- Promotes and maintains public confidence and trust in the work of the Centre

The purpose of the Code of Conduct is to provide a framework for decisions and actions in relation to conduct in employment. The code provides assistance to both employers and employees when they are required to decide what the acceptable standards of behaviour are. It underpins commitment to a duty of care to all staff and clients receiving our services. Employees should refer to the Code of Conduct for further information

Organisational Values

Employees are expected to demonstrate a high standard of personal and professional behaviour and uphold Royal Rehab's values being:

Honesty: We conduct ourselves with truth, openness, and integrity.

I will:

- Be sincere and genuine in all interactions.
- Communicate openly and encourage others to do the same.
- Be trustworthy in all that I do.

Respect: We acknowledge and appreciate people's rights, roles, views, and feelings.

I will:

- Treat people with dignity.
- Acknowledge and value a person's perspectives, connections, and diversity.
- Be thoughtful and considerate.

Working Together: We work as a team to achieve shared goals.

I will:

- Share my knowledge, skills, experience and resources.
- Foster a culture of learning.
- Build positive relationships.

Innovative Thinking: We embrace a culture of creativity to find the best solutions.

I will:

- Explore better ways to continuously improve.
- Welcome and encourage new ideas.
- Actively participate in change.

Safety & Continuous Quality Improvement

All employees of Royal Rehab are expected to be actively involved in the review, evaluation and continuous improvement of processes and services within the employee's area of responsibility and/or interest. Royal Rehab participates in a number of relevant external accreditation and certification programs which include a continuous quality improvement approach. These programs support and facilitate the effective and efficient provision of quality care and the safety of clients of Royal Rehab

Environmental Policy and Waste Minimisation

Being a good corporate citizen Royal Rehab will seek to implement changes that will ensure that its activities are undertaken in a manner consistent with best environmental health and safety practice. Employees are expected to be accountable for efficient resource utilisation, the reduction of waste, and commitment to recycling

Smoke Free Policy

Royal Rehab is committed to adopting a smoke free workplace that will preclude all staff and visitors from smoking within the Centre

Royal Rehab Policies and Procedures

It is a requirement that all Royal Rehab employees read, understand, and adhere to Royal Rehab policies and procedures, paying particular attention to the following:

- Manual Handling
- Confidentiality of Patient Information
- Infection Control
- Security
- Fire Safety
- Emergency Procedures
- IT and Internet Utilisation

Job Demands Checklist

Frequency Definitions

O = Occasional	Activity exists up to 1/3 of the time when performing the task
F = Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
C = Constant	Activity exists more than 2/3 of the time when performing the task
R = Repetitive	Activity involves repetitive movement
NA	Not applicable to this role

Job Demands		Frequency				
		O	F	C	R	NA
Physical Demands	Description					
Kneeling/squatting	Tasks involve flexion/bending at the knees and ankle possible at the waist, in order to work at low levels					✓
Leg/foot movement	Tasks involve use of leg and or foot to operate machinery					✓
Hand/arm movement	Tasks involve use of hands/arms i.e. stacking, reaching, typing, mopping, sweeping, sorting, inspecting		✓			
Bending/twisting	Tasks involve forward or backward bending/twisting at the waist					✓
Standing	Tasks involve standing in an upright position without moving about					✓
Driving	Tasks involve operating any motor powered vehicle		✓			
Sitting	Tasks involve remaining in a seated position during task performance		✓			
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended					✓

Walking/running	Tasks involve walking or running on even surfaces		✓			
	Tasks involve walking on uneven surfaces	✓				✓
	Tasks involve walking up steep slopes	✓				
	Tasks involve walking down steep slopes	✓				
	Tasks involve walking whilst pushing/pulling objects					✓
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees		✓			
Working at heights	Tasks involve making use of ladders, footstools, scaffolding etc. Anything where the person stands on an object rather than the ground					✓
Lifting/carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands					✓
	1) Light lifting/carrying 0-9kg		✓			
	2) Moderate lifting/carrying 10-15kg					✓
	3) Heavy lifting/carrying 16+kg					✓
Restraining	Tasks involve restraining clients/clients, others					✓
Pushing/pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking					✓
Grasping	Tasks involve gripping, holding, clasping with fingers or hands	✓				
Manual dexterity	Tasks involve fine finger movements i.e. keyboard operation, writing		✓			
Sensory Demands						
Sight	Tasks involve use of eyes as an integral part of task performance i.e. looking at screen/keyboard in computer operations		✓			
Hearing	Tasks involve working in a noisy area i.e. boiler room, workshop					✓
Smell	Tasks involve the use of the smell senses as an integral part of the task performance i.e. working with chemicals					✓
Taste	Tasks involve the use of taste as an integral part of task performance					✓
Touch	Tasks involve the use of touch as an integral part of task performance					✓
Psychological Demands						
	Tasks involve interacting with distressed people		✓			
	Tasks involve interacting with people who as part of their lives may be aggressive, verbally or sexually uninhibited		✓			
	Tasks involve viewing/handling deceased and/or mutilated bodies					✓
Exposure to Chemicals						
Dust	Tasks involve working with dust i.e. sawdust					✓
Gases	Tasks involve working in areas affected by gas, or working directly with gases					✓
Fumes	Tasks involve working with fumes i.e. which may cause problems to health if inhaled					✓
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made e.g. dermatitis					✓
Hazardous substances	Tasks involve handling of hazardous substances including storage or transportation					✓
Biological matter	Tasks involve work with human biological matter through examination, storage, transport or disposal					✓
Allergenic substances	Tasks involve exposure to allergenic substances					✓
Anti-biotics	Tasks involve handling, transport, administration or disposal of anti-biotics					✓
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance e.g. glare, not enough natural light					✓
Colour	Tasks involve differentiation of colour					✓
Sunlight	Exposure to sunlight		✓			
Temperature	Tasks involve working in temperature extremes e.g. working in a cool room, working outdoors, boiler room	✓				

Confined spaces	Tasks involve working in confined spaces						✓
Accident Risk							
Surfaces	Tasks involve working on slippery or uneven surfaces						✓
Housekeeping	Tasks involve working with obstacles within the area, bad housekeeping	✓					
Heights	Tasks involve working at heights						✓
Manual handling	Tasks involve manual handling						✓
Noise	Tasks involve working in a noisy environment						✓
Radiation	Tasks involve exposure to x-rays						✓
Electricity	Tasks involve working with electrical apparatus and currents						✓
Machinery	Tasks involve use of machinery and equipment:						✓
	1) Light						✓
	2) Heavy						✓
	3) Portable						✓
Biological hazards	Tasks involve working with blood, blood products/body fluids						✓
Other Issues							
Workplace access	Tasks involve difficult access or movement from site to site						✓
Personal protective equipment	Tasks involve use of Personal Protective Equipment	✓					
Safety critical issues	Tasks involve responsibility for safety of others		✓				

Document Control (office use only)	
Effective Date:	Authorised by:

Acknowledgement:

I accept the position description as documented above and understand that the position description will be reviewed during the performance review time. I understand that the position description may need to be amended periodically due to changes in responsibilities and organisational requirements.

Name

Signature

_____/_____/_____
Date