

## Position Description

<b>Position title</b>	Senior Neuropsychologist -Team Leader Neonatal Neurodevelopment Clinic
<b>Department / Division</b>	Neonatal Medicine / Critical Care
<b>Classification</b>	Psychologist Grade 4 Year 1 – Grade 4 Year 5 (PM1 – PM5)
<b>Position reports to</b>	Operational: Director of Neonatal Medicine Professional: Deputy Director of Psychology - Neuropsychology
<b>No. of direct &amp; indirect reports</b>	1.5 FTE
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category B - works in a patient facing setting but rarely or unlikely to have contact with blood or body fluids (or aerosols without PPE)

<b>The Royal Children's Hospital</b>
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>

<b>ROLE CONTEXT</b>
<p>The Royal Children's Hospital (RCH) employs over 100 psychologists working across a range of inpatient and outpatient services including mental health, medical teams, and early intervention.</p> <p>Neonatal Medicine specialises in the management of newborn infants with surgical and complex medical conditions. We have in excess of 800 admissions per year. We recognise the importance of structured, targeted neurodevelopmental follow-up and to this end have developed a dedicated multi-disciplinary High Risk Infant</p>

Neurodevelopmental Follow-Up Clinic in which targeted sub-groups of our patients can be assessed at key time points in their development (specifically age 2 and 5 years of age).

#### ROLE PURPOSE

The Senior Neuropsychologist -Team Leader Neonatal Neurodevelopment Clinic leads a team of staff who report to this position, and is responsible for management of services provided by this team. This role also oversees allocation of clinical neuropsychology caseloads for staff and provisional psychologists who are on professional placement in the Psychology Department. The role will oversee staff tasks and caseload and provide regular monitoring of clinical performance against agreed objectives (e.g. patient numbers, billable encounters).

This position reports to the Director of Neonatal Medicine and is one of the psychology lead positions at the hospital, contributing to leadership of the discipline of psychology within Neonatal Medicine at RCH. The Team Leader – Neonatal Medicine Neurodevelopmental follow-up provides supervision to other RCH psychologists within Neonatal Medicine and more broadly, as appropriate. The clinician also supports the operational needs of Neonatal Medicine in relation to research strategy, quality improvement activities and other departmental and hospital initiatives.

#### KEY ACCOUNTABILITIES

##### Provision of care

- Deliver excellent evidence-based practice neuropsychological assessments and interventions for children and young people with medical conditions, and their families and carers, where there is psychological distress associated with the medical condition
- Provide high level of clinical expertise with independent decision making
- Provide high-level specialized leadership for the Neonatal Neurodevelopmental Clinic team
- Ensure timely provision of department's neurodevelopmental follow-up services through appropriate prioritisation of referrals, triaging, and caseload allocation driven by patient needs and organisational needs
- Lead a high-performing clinical team to ensure ongoing excellence in service delivery and teamwork
- Provide expert, authoritative judgement and advice on clinical issues
- Coordinate team clinical case reviews
- Plan for, and effectively manage, contingencies that may affect performance
- Act to ensure formal processes exist for evaluating whether treatment and care is evidence-based and meeting the needs of patient and families as well as the healthcare system
- Delegate healthcare activity to others according to their competency and scope of practice to ensure appropriate workload management and prioritization across the department ensuring others can self-manage and regulate their workload
- Maintain clinical documentation, records and data as per discipline specific guidelines, and departmental and RCH procedures
- Contribute to the ongoing development, review and maintenance of administrative processes and improved communication mechanisms

##### Lifelong learning

- Participate in professional development activities to ensure that best clinical practice is maintained

- Promote a culture in which clinical supervision is treated as part of core business of contemporary professional practice
- Develop and foster a lifelong learning culture and support others in developing and accomplishing professional goals and objectives
- Contribute to the clinical education agenda within area of clinical expertise
- Continuously meet the Psychology Board of Australia continuing professional development requirements for psychologists

### **Collaborative practice**

- Demonstrate flexibility in prioritising duties, adapting to the needs and priorities of the team, department and organisation
- Demonstrate working with initiative, autonomy and leading others in the pursuit of team goals
- Lead and motivate staff to strive for and achieve interprofessional team goals and for the provision of care

### **Communication**

- Excellent verbal communication and interpersonal skills with the ability to interact with and influence a variety of stakeholders to achieve mutual understanding and agreed outcomes
- Anticipate, identify and address conflict and constructively address issues by respectfully communicating with influence
- Facilitate open and effective communication among Department of Neonatal Medicine staff, and more broadly across psychologists at RCH and other clinical departments as appropriate (e.g. Cardiology, Neurology).
- Ensure systems are in place for coordinating and performing appropriate clinical handover and arrange follow-up to ensure patient care is maintained
- Ensure accurate and timely documentation and record keeping in accordance with local procedures and processes

### **Continuous improvement**

- Create and foster an environment of continuous improvement
- Identify areas for continuous improvement within clinical service area, and initiate, plan and evaluate relevant service improvement activities
- Ensure that service initiatives and research evidence are integrated into professional clinical practices, departmental work unit guidelines and service protocols as appropriate
- Develop, review and contribute to policies, protocols and guidelines within clinical area
- Apply change management principles and strategies when implementing service improvements or organisational/departmental changes
- Empower all staff to identify, analyse, report and manage risks and support staff who raise concerns about risk or patient safety
- Manage local risks and escalate appropriately to line manager and relevant stakeholders
- Generate healthcare strategies and innovations at a team and clinical level that improve delivery of healthcare

### **Supervision, Leadership and People Management**

- Participate in clinical supervision in accordance with local standard operating procedures

- Operate with a high degree of autonomy
- Hold responsibilities for people management and administration
- Provide expert evidence based clinical mentoring, education and training consultation and supervision to psychologist staff and students
- Promote and develop a dynamic, flexible, resilient and skilled multidisciplinary workforce through effective staff management, professional development opportunities and the coordination of the recruitment of new staff
- Engage staff and provide guidance and performance feedback to team
- Contribute to operational service plans and ensure staff participation in planning process
- Support and implement change initiatives as directed
- Contribute to strategic planning of the Department, aligned with organisational values and strategic plan
- Provide technical leadership in area of expertise
- Demonstrate emotional intelligence and self-awareness, particularly in stressful situations, to manage the impact of own assumptions, values, attitudes and behaviours on others

#### **Organisation and planning**

- Excellent organisational and planning skills with ability to prioritise workload and competing demands
- Plan resource requirements
- Monitor team activity and act to maximise accurate and timely recording of this activity

#### **Research**

- Identify research gaps or opportunities within area of clinical expertise
- Operationalise research in clinical area
- Translate evidence into practice for area of clinical specialty
- Embed and share information on current best practice for area of clinical specialty
- Promote internal and external research collaborations for area of clinical expertise
- Contribute to research and quality improvement relevant to area of clinical expertise
- Support research partnerships within area of clinical expertise

### **QUALIFICATIONS AND EXPERIENCE**

#### **Essential**

- Hold an accredited Master or Doctoral qualification in clinical neuropsychology, recognised by Psychology Board of Australia. (Note - Master of Professional Psychology qualification does not meet this criterion)
- Hold general registration with the Psychology Board of Australia (Board)
- Hold an Area of Practice Endorsement with the Board in clinical neuropsychology
- Hold Board-approved supervisor status, including Board approval as a 'Registrar Program Principal Supervisor'
- Have significant (at least 8 years) post-qualification (higher-degree) experience as a psychologist, and specialised skills in clinical practice in paediatric clinical neuropsychology
- Have demonstrated experience in functioning independently as a psychologist
- Have demonstrated experience in supervision of psychologist staff and post-graduate psychology students
- Have expert knowledge of psychological and developmental disorders and their effects on children, young people and their families.

- Have expert knowledge in the assessment of neurodevelopment in toddlers, including training and experience of standardised tools (e.g. Bayley's Scales, ADOS)
- An understanding of trauma-informed care and family-centred practice
- Continuously satisfy the Psychology Board of Australia's continuing professional development standards
- Uphold the Psychology Board of Australia's Code of Conduct
- Demonstrated experience as a manager of clinical staff in a health setting

#### **Desirable**

- Experience working as a psychologist in a public paediatric mental health or medical setting
  - Experience in research design, implementation, evaluation and/or translation

#### **KEY SELECTION CRITERIA**

- Demonstrated interest & expertise in paediatric clinical neuropsychology
- Expertise in neuropsychological assessment and intervention for children and young people with medical conditions, specifically toddlers and pre-school children
- Training and clinical experience using standardised neurodevelopmental tools (Bayley's Scales or ADOS) required for 2 year old evaluation / reporting requirements
- Demonstrated ability to purposefully and expertly engage children, young people and their families in the provision of care
- Demonstrated understanding of complex neuropsychological presentations in a paediatric medical setting
- Interest in, and support of, staff in research and application of evidence-based thinking to all aspects of decision making
- Commitment to support of ongoing education of departmental staff and contribution to staff development across RCH
- Demonstrated capacity to provide and develop models of clinical care that are responsive to organisational needs and based on evidence-based practice
- Experience in and commitment to research, quality improvement or evaluation in a health context
- Demonstrated ability in team leadership and operational management in a health setting
- Excellent organisational skills
- Highly developed clinical supervision skills
- Highly developed interpersonal, verbal and written communication skills

#### **OTHER REQUIREMENTS**

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION	
<p>All employees are required to adhere to the Royal Children's Hospital Values:</p> <ul style="list-style-type: none"> <li>• Curious - We are creative, playful and collaborative</li> <li>• Courageous - We pursue our goals with determination, ambition and confidence</li> <li>• Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together</li> <li>• Kind - We are generous, warm and understanding</li> </ul> <p><b>RCH COMPACT</b></p> <p>All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.</p> <ul style="list-style-type: none"> <li>• We do better work caring for children and families when we also care for each other</li> <li>• I bring a positive attitude to work – I share, I laugh, I enjoy other's company</li> <li>• I take responsibility for my behaviour and its impact on others</li> <li>• I am curious and seek out ways to constantly learn and improve</li> <li>• I celebrate the good stuff, the small stuff, the big stuff – it all matters</li> <li>• I speak up when things aren't right</li> <li>• I value the many different roles it takes to deliver great patient care</li> <li>• I actively listen because I want to understand others and make better decisions</li> <li>• I am inclusive and value diversity</li> <li>• When it comes to teamwork, I don't hold back – I'm all in</li> </ul> <p><b>QUALITY, SAFETY AND IMPROVEMENT</b></p> <p>RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:</p> <ul style="list-style-type: none"> <li>• Acting in accordance and complying with all relevant Safety and Quality policies and procedures</li> <li>• Identifying risks, reporting and being actively involved in risk mitigation strategies</li> <li>• Participating in and actively contributing to quality improvement programs</li> <li>• Complying with the requirements of the National Safety &amp; Quality Health Service Standards</li> <li>• Complying with all relevant clinical and/or competency standards</li> <li>• Complying with the principles of Patient and Family Centred Care that relate to this position</li> </ul> <p><b>The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.</b></p>	
Position description last updated	May 2025