

Position Description

Position title	Senior Psychologist - Coordinator of Clinical Psychology
Department / Division	Mental Health/Medicine
Classification	Grade 5 (TT16)
Position reports to	Operational: Director of Mental Health Professional: Director of Psychology
No. of direct & indirect reports	Direct: 2 Indirect: 5
Location	The Royal Children's Hospital, 50 Flemington Rd, Parkville (and telehealth/WFH).
Risk category	Category B - works in a patient facing setting but rarely or unlikely to have contact with blood or body fluids (or aerosols without PPE)

<p>The Royal Children's Hospital</p> <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 https://www.rch.org.au/quality/child-safety/.</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 www.rch.org.au</p>
<p>ROLE CONTEXT</p> <p>The Coordinator of Clinical Psychology is based in the Psychology Service in RCH Mental Health. The Coordinator of Clinical Psychology is a key leadership position that sits across all RCH teams and departments. This role currently reports directly to the Director of Mental Health.</p>

RCH Mental Health comprises of both community and hospital-based services. The Psychology Service employs clinical psychologists and neuropsychologists to work with RCH children and families who have medical issues. The Clinical Psychology Service works with RCH medical patients to support mental wellbeing and adjustment, procedural concerns, developmental delays and other psychological distress and/or diagnoses that impact upon a child's physical health condition, or which have been primarily caused by their medical issue.

The Royal Children's Hospital employs over 100 psychologists working across a range of inpatient and outpatient services including mental health, medical teams, and early intervention.

ROLE PURPOSE

The Coordinator of Clinical Psychology is responsible for leadership and professional performance of clinical, health, counselling and educational/developmental psychology within RCH. This involves ensuring the highest quality care, education and research, strong staff engagement and support and effective relationships with Psychology are maintained within The RCH. The Coordinator of Clinical Psychology also provides strong clinical and professional leadership to the Psychology Service and ensures quality service/program planning and development within the context of the RCH Strategic Plan. The Co-ordinator is expected to deputise for the Director of Psychology when required.

This position provides strong leadership to the clinical (and other) psychologists across RCH through a combination of clinical supervision, strategic support, operational management and leadership for medical teams, teaching/education and clinical expertise. Where appropriate there will be a small clinical load allocated to the clinician by the Psychology Service Team Leader. The Coordinator will provide expert secondary consultation, attend leadership and strategy meetings and play a key role in the Campus Mental Health Strategy.

KEY ACCOUNTABILITIES

Provision of Care

- Ensure effective, efficient and responsive provision of psychological care to patients, families and to the needs of the organisation across all teams and departments at the RCH.
- Ensure that high quality evidence-based psychology services are provided to RCH children and families, identifying gaps in knowledge and supporting clinicians and teams to develop expertise as needed
- Provide expert clinical supervision to provisional psychologists on placement when other psychologists are on leave, and research supervision to Masters and Doctoral candidates as required in line with areas of expertise.
- Assist with the development of organisational clinical practice guidelines and policies and procedures, where Psychology has an active role.
- Provide professional oversight of all clinical work areas within the psychology discipline.
- Provide evidence based clinical psychological practice to families presenting with complex psychological problems and disorders in a tertiary setting, by providing a range of expert clinical psychological assessment and therapeutic services
- Purposefully and expertly engage children, young people and their families in recovery focused care.
- Provide high level of clinical expertise with independent decision making
- Support family-centred care by offering brief, targeted intervention to parents and carers where appropriate and support referral onwards where this is out of scope
- Maintain clinical documentation, records and data as per Psychology guidelines and RCH procedures
- Work collaboratively with the patient's medical team and wider system to provide consistent, integrated and holistic care

- Provide consultative services to other departments of the RCH regarding psychological management of patients and assist in the development of secondary consultation models
- Demonstrate a commitment to culturally safe and sensitive service provision
- Consult to RCH teams and departments as appropriate, providing high-quality assessment and recommendations in a timely manner
- Work within legal and ethical obligations for excellent family focussed care
- Act to reduce error and sources of risk in own practice and as well as the broader discipline/ department and healthcare setting
- Provides high level specialized leadership across program/ clinical/ research or workforce allocation.
- Contributes to the clinical education agenda within area of clinical expertise.
- Be aware of and work in accordance with Hospital policies and procedures, including Occupational Health and Safety, Equal Employment Opportunity and Confidentiality.
- Articulates a clear vision of how roles, teams and units related with broader organisation and understands the organisation's role and scope within the wider health system.
- Lead the ongoing development, review and maintenance of administrative processes and improved communication mechanisms and service delivery

Supervision, Leadership and People

- Provide professional and clinical leadership in psychology to all non-neuropsychology psychologists, including mentoring, operational management (where there is no psychosocial lead), and consultation
- Provide advice and secondary consultation to teams who do not have a psychologist and assist in the development of business plans to support psychology implementation within these teams
- Provide expert clinical supervision to Grade 4 psychologists, as well as other psychologists and interns as required due to changing needs of the service.
- Provide operational supervision and line management to the Psychology Service Team Leader and Senior Clinical Psychologist (Grade 4) in the Psychology Service. Provide indirect line management to other Psychology Service Clinical Psychology staff members.
- Actively participate in all forms of supervision (operational, professional and clinical)
- Participate in teaching and research activities within RCH, University of Melbourne and other tertiary institutions.
- Assist the Psychology Service Team Leader with the operational requirements of the service; this may include referral triage, operational management of team, client allocation and assisting with supervision
- Higher duties to cover the Director of Psychology as appropriate
- Coordinate clinical supervision for all RCH psychologists (other than neuropsychologists), ensuring that RCH meets its obligations for the Psychology Board of Australia
- Complete mandatory client contacts, outcome measures and report activity levels (statistics) to support team in meeting KPI obligations
- Contribute to the Psychology Service meetings, professional development program, seminar series, student case presentations, peer supervision and quality assurance activities.
- Manage finances, invoicing, payroll and budget requirements, providing explanation for variables and solutions to ensure effective budget management, expenditure and revenue supporting key performance indicators and efficiency targets.

Continuous Improvement

- Participate as Co-lead for Consistent and Quality Care in the Campus Mental Health Strategy, including leading projects in measurement-based care and creating care pathways for anxiety in children.
- Lead quality improvement projects, and risk management initiatives at a service level

- Champion the need for innovation by developing a climate for curiosity, creativity and continuous improvement within service or department.
- Identify areas for continuous improvement within the discipline of psychology, and initiate, plan and evaluate relevant service improvement activities.
- Develop effective time management skills to balance clinical requirements and to contribute to continuous improvement activities
- Act to reduce error and sources of risk in own practice.
- Empower team to identify, analyse, report and manage risks.
- Ensure that service initiatives and research evidence are integrated into professional clinical practices, departmental work unit guidelines and service protocols as appropriate.
- Review and contribute to policies, protocols and guidelines within clinical area.
- Build support for change at a local level; use influence positively to support team to embrace and adjust to change.
- Apply change management principles and strategies when implementing service improvements of project outcomes.
- Manage local risks and escalates appropriately to line manager and relevant stakeholders
- Develop awareness of governance requirements including safety and quality clinical practice guidelines, procedures and policies including how they apply to clinical role
- Actively participate and contribute to continuing education opportunities
- Promote respect, understanding and trust and motivate staff to act in the collective interest of the organisation and foster a work culture that values cooperation, teamwork, openness, collaboration, honesty and respect for others.
- Act to ensure systems are in place to enable psychology staff to raise concerns they have in their role and responsibilities.
- Provide expert guidance and advice and influence others to adopt high standards of ethical conduct, which is modelled in own actions and decisions and act to eliminate workplace/organisational factors that prohibit or constrict adherence to ethical codes.
- Promote a culture in which psychology supervision is treated as part of core business of contemporary professional practice.
- Contribute to planning, professional development, seminars, case presentations, teaching and research activities.
- Attend relevant training, professional development and peer consultation activities to ensure that best clinical practice is carried out and endorsement as a Clinical Psychologist with the Psychology Board of Australia is maintained.
- Plan for, and effectively manage, contingencies that may affect the performance of healthcare activities.
- Act to ensure monitoring and escalation plans are in place and actioned appropriately by staff.
- Maintain records of adequate standard according to policy and procedures of the Psychology Service, the RCH, and the Psychology Board of Australia.

Lifelong Learning

- Act to ensure processes, frameworks and/or support tools are in place for enhancing learning through reflection.
- Foster a culture in which feedback is used as a positive strategy to enhance goals, awareness, and learning,
- Participation in teaching (internal and external).
- Actively promotes an environment of lifelong learning through supervision, mentorship and open dialogue with colleagues
- Attend relevant training and professional development activities to ensure that registration, clinical endorsement, and board approval as a supervisor are maintained

- Promote a culture in which clinical supervision is treated as part of core business of contemporary professional practice.

Collaborative Practice

- Lead collaboration across multidisciplinary care teams
- Demonstrated experience working with initiative, autonomy and leading others in the pursuit of team goals.
- Promote and develop partnerships with healthcare and community providers as well as discipline networks
- A flexible and adaptable approach to functioning in a team environment that enhances the team's performance to ensure ongoing excellence in service delivery and teamwork.
- Highly developed verbal communication, interpersonal skills and attention to detail with the ability to interact with a variety of stakeholders
- Demonstrated experience in leading people and programs at operational level within
- accountability for financial and people management functions.
- Lead with shared vision for team to strive for and achieve interprofessional team goals and share responsibility for provision of care

Communication

- Highly developed verbal and written communication and interpersonal communication skills with attention to detail in working with a variety of stakeholders
- Recognises issues that may lead to conflict, and constructively addresses issues as they arise
- Communicates effectively with patients and families to ensure their understanding and that their needs and views are included in plans and actions
- Facilitate open and effective communication across all levels of the Psychology team and more broadly across the organisation
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions.
- Ensure that the patient, family and care team are kept informed of treatment goals, progress and discharge planning, and communicate relevant information to care teams where this may affect their own treatment plans.
- Complete patient notes as soon as practicable, and ensure that assessment and therapeutic reports are delivered in a timely, succinct manner, pitched at an appropriate level for the audience at hand
- Ensure that all arrangements for daily work location (e.g. work from home; clinic) are communicated to team leader and broader teams as appropriate
- Ensure timely and appropriate Electronic Medical Record (EMR) documentation
- Ensure mandatory client contacts are recorded accurately and in a timely manner.

Research

- Translate evidence into practice for service, department or area of clinical specialty.
- Embed and shares information on current best practice for area of clinical specialty or service.
- Appropriately share research through a variety of methods including conference abstracts or journal publications.
- Promote internal and external research collaborations for area of clinical expertise.
- Align local research plan with the research strategy of the organisation and strategic focus of the department,
- Establish or support research partnerships within area of clinical expertise.
- Understand the principles of evidence-based practice, and critically evaluate clinical practice in light of available evidence, experience and patient/ family values and circumstances.
- Evaluate current practice with respect to the evidence.
- Find, critically review, evaluate and interpret literature and apply to current role/service.

- Support a research culture and agenda.
- Contribute to research agenda through assisting research projects e.g., contributing to participant recruitment, data entry, questionnaire/audit design as part of a research project in work area.
- Work with team/department to identify research gaps and takes opportunities to engage academic partners (e.g. contributes to ideas for honours projects).
- Contribute to research protocol development, authoring publications or data analysis.

QUALIFICATIONS AND EXPERIENCE

Essential

- Completion of accredited Master or Doctoral program in clinical psychology or health psychology
- Hold general registration with the Psychology Board of Australia (Board)
- Hold an Area of Practice Endorsement with the Psychology Board of Australia in clinical psychology or health psychology
- Hold Board-approved supervisor status, including Board-approval as a 'Registrar Program Principal Supervisor'
- At least 10 years' post-qualification experience as a clinical or health psychologist
- Demonstrated experience providing clinical supervision to clinical staff and post-graduate students.
- At least 5 years of experience in Child/Adolescent Psychology
- Expert knowledge of psychological and developmental disorders and their effects on children, young people and their families.
- Expert knowledge in more than one therapeutic modality
- Ability to function independently as a psychologist
- Recognised expert in one or more of the following fields of professional practice – clinical practice, research, teaching, administration, policy or planning
- Continuously satisfy the Psychology Board of Australia continuing professional development standards

Desirable

- Experience working in a paediatric medical setting
- Experience leading a team or supporting management in operational duties
- Management qualification
- An understanding of trauma-informed care and family-centred practice
- Experience in leading others, mentoring and training
- Research experience including publication in peer reviewed journals and at relevant professional conferences.

KEY SELECTION CRITERIA

- Excellent communication and leadership skills and the ability to facilitate groups of people with differing perspectives
- Experience and proven success in a management or team leader position within a similar service
- Expert ability to liaise with mental health staff, medical and nursing staff, government departments and other health providers in a professional manner and to establish and maintain effective and health working partnerships
- Expert ability to model ethical work practices
- Expert ability to exhibit a positive self-image regarding own professional contribution, and foster the development of professional self-esteem in others
- Expert ability to encourage respect, understanding and trust and motivate staff to act in the collective interest of the organisation

- Expert clinical skills and experience in the provision of specialist clinical psychology assessment and intervention for children, adolescents and families experiencing illness or difficult family circumstances
- Excellent ability to build and maintain working relationships with professionals within the child and family system – e.g. medical professionals, teachers – in order to maximise service coordination and cooperation and provide holistic care for the young person
- Proven ability to work as a team member and leader – contributing to team culture, knowledge and support
- Expert knowledge in at least one evidence-based intervention model and demonstrated experience with therapeutic interventions
- Demonstrated experience in research, quality improvement and program evaluation
- Expert level supervision experience and ability to support psychologists at all levels of career development
- Knowledge and ability to maintain records of adequate standard according to the Psychology Board of Australia.
- A flexible and adaptable approach to functioning in a team environment that enhances the team's high performance
- Excellent organisational skills
- Highly developed interpersonal, verbal and written communication skills
- Well-developed time management skills
- Demonstrated experience in and understanding of professional support required by psychologists at all levels of career development

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's 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

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

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.

Position description last updated

April 2024