

Austin Health Position Description



Position Title: Neuropsychology Rater

Classification:	Psychologist (Grade 2)
Business Unit/ Department:	Continuing Care/Medical and Cognitive Research Unit (MCRU)
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021-2025
Employment Type:	Fixed-Term Part-Time
Hours per week:	0.6 EFT / 24hrs
Reports to:	Manager MCRU
Direct Reports:	0
Financial management:	Nil
Date:	04Dec2023

About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

Our vision is to shape the future through exceptional care, discovery and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

Position Purpose

The neuropsychology rater is responsible for conducting various psychometric measures, psychological assessments and clinical interview/ratings as specified in the protocols of clinical research undertaken by the Medical and Cognitive Research Unit.

Medical and Cognitive Research Unit (MCRU)

The Medical and Cognitive Research Unit (MCRU) is located at the Heidelberg Repatriation Hospital Campus of Austin Health and is tiered within the Continuing Care Clinical Service Unit

under the Aged Care Services. It is the largest dementia clinical trials centre in the southern hemisphere, and one of the largest in the world.

MCRU has a strong and successful history in conducting numerous clinical trials in various neurodegenerative disorders, with a majority of the trials focusing on Alzheimer's Disease.

Recently refurbished, the atmosphere within MCRU is energetic, friendly, and cohesive, with strong teamwork ethic amongst all staff members. The unit comprises of study coordinators, medical investigators, administrative staff, a recruitment officer and neuropsychologist raters.

Purpose and Accountabilities

Role Specific:

Clinical Research Rating Activities

- Administer, score and interpret neuropsychological evaluation and psychometric assessment in accordance with research protocol.
- Enter data pertaining to the neuropsychological evaluation and psychometric assessment as required.
- Liaise with study coordinators and other raters to ensure efficiency in administering various rating activities and overall clinic visit.
- Liaise with relevant external agencies in relation to the conduct and administration of neuropsychological evaluation and psychometric assessment, where relevant.
- Active participation in the planning, implementation and evaluation of patient care during their involvement in the research as a member of the multidisciplinary team.
- Maintain up-to-date and accurate data records and clinical notes.
- In conjunction with the unit manager, principal investigators and study coordinators, assist in the implementation of investigator led clinical research projects, including the preparation of research protocols and designs as well as data collection and analysis.

Communication

- Maintain constant communication with the unit manager, medical investigators and study coordinators regarding rating related progress and activities.
- Attend research related meetings, and relevant unit and hospital-wide meetings.
- Maintain professional working relationship with staff members, and all internal and external stakeholders.

Education:

- Attend, participate and promote education programs (e.g., conferences, seminars and/or workshops) pertaining to clinical research and relevant fields to develop knowledge base and keep well-informed of current practices and issues in clinical research.
- Promote appropriate standards of professional psychology practice within the MCRU team through the participation in quality professional supervision, professional development, monitoring and quality improvement processes.

All Employees:

- Comply with Austin Health policies & procedures as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments
- Maintain a safe working environment for yourself, colleagues and members of the public. Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centred care

- Comply with Austin Health mandatory training and continuing professional development requirements
- Work across multiple sites as per work requirements and/or directed by management

Selection Criteria

Qualifications and Experience Required:

- Postgraduate Degree in Clinical Neuropsychology at a Master or Doctoral level.
- Current registration with Australian Health Practitioner Regulation Agency (AHPRA) and endorsement or working towards endorsement, as a Clinical Neuropsychologist.

Essential Knowledge and Skills:

- A commitment to Austin Health values: Our actions show we care, we bring our best, together we achieve, and we shape the future.
- Sound knowledge of neuropsychological syndromes and neuropsychological assessment techniques.
- Ability to conduct specialist neuropsychological evaluations in a time critical environment, provide counselling and develop appropriate management strategies with a range of patients.
- A well-developed capacity to formulate a professional opinion under time pressure.
- Experience in flexible clinical approach and efficient time management skills.
- High level of effective spoken and written communication skills.
- High level interpersonal skills appropriate for a client-centred environment.
- Demonstrated ability to work as a member of a professional team and as an independent clinician.
- Willingness to seek, accept and benefit from constructive feedback.
- Competence with a range of computer software and IT applications including word processing, spreadsheet, and outlook.
- An interest in research into ageing and/or health care services.

Desirable but not essential:

- Competency in tablet-based neuropsychological and psychometric assessments.
- Experience in training of non-clinical and non-professional staff.
- Experience in dementia clinical trials and assessments.
- Two years of experience working in clinical research.
- Willingness to act as an Investigator when opportunity arises.
- A current Victorian driver's licence.

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

We welcome applications from Aboriginal and Torres Strait Islander people. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#)

Manager Signature	
Employee Signature	
Date	