

Position Description

Neuropsychologist Grade 3 Secure Extended Care Unit

Classification:	Psychologist Grade 3
Business unit/department:	Secure Extended Care Unit, Mental Health Division
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025
Employment type:	Part-Time
Hours per week:	0.4 EFT (15.2)
Reports to:	Operational: Nurse Unit Manager, Secure Extended Care Unit Professional: Director of Psychology
Direct reports:	N/A
Financial management:	Budget: N/A
Date:	June 2025

Position purpose

The Clinical Neuropsychologist will provide clinical services to patients of the **Secure Extended Care Service (SECU)** at Austin Health, Heidelberg, supporting people with complex emotional, behavioural and mental health difficulties. The SECU is a 25-bed facility providing secure inpatient treatment and care for people with severe symptomatology and associated behavioural disturbance who require an extended period of sustained treatment and rehabilitation in a contained environment. Potential SECU clients are typically difficult to engage in treatment with behaviours that, in the absence of a stable, structured environment, can put themselves and/or the community at risk.

The Clinical Neuropsychologist will provide comprehensive neuropsychological assessment, treatment and consultation services with relevant others to support the patient's mental health and wellbeing. They will provide specialist neuropsychological knowledge and skills to the multidisciplinary team and give advice to staff on specialist assessment outcomes and strategies. Initiate, plan, implement and evaluate neuropsychological services in consultation with patients and the multidisciplinary team.

The Clinical Neuropsychologist will be accountable to the SECU Nurse Unit Manager and will work collaboratively with the broader mental health workforce to support SECU consumers. They will contribute to the efficient and effective operations of the service by providing a specialist clinical neuropsychology resource within the Adult Directorate and participate in quality improvement initiatives, training, education and supervision of staff and students on higher degree placements.

Psychologists across the Mental Health Division are provided with support and professional management and are overseen from a discipline perspective by the Grade 4 Neuropsychologist and Director of Psychology.

About the Mental Health Division

The Mental Health Division provides care and services through a comprehensive range of teams to meet the needs of mental health consumers and carers throughout Victoria. Services are located across Austin Health campuses and in the community.

The Mental Health Division incorporates three program areas:

- Adult and Older Adult Mental Health Services
- Infant, Child and Youth Mental Health Services
- Mental Health Specialty Services

All mental health services work within a clinical framework that promotes recovery-oriented practice and supported decision making. This approach to consumer wellbeing builds on the strengths of the individual working in partnership with their treating team. It encompasses the principles of self-determination and individualised treatment and care.

Position responsibilities

Clinical Practice

- Provide excellent, patient centred, evidence based clinical care to a designated patient group as determined by the Director of Psychology
- Conduct specialist clinical neuropsychological assessments and prepare clinical reports as required
- Provide neuropsychological consultation, support and education to patients, families, carers and other professionals and agencies
- Engage in clinical reasoning, using a patient centered recovery-oriented approach within multidimensional assessments, formulating appropriately targeted treatment plans with realistic achievable goals and selecting the most appropriate option for implementation
- Develop and implement treatment and behaviour management plans in collaboration with patients, staff and significant carers; monitor, evaluate and revise behaviour management plans as required
- Attend and contribute neuropsychological expertise to the team clinical reviews, meetings, handovers and case conferences.
- Create, enhance, support developing behaviour management plans as discussed in Clinical reviews
- Provide high level consultation regarding complex clinical care and discharge planning issues to the multidisciplinary team and external organisations as required. Engage with and support community services and resources to facilitate effective discharge planning including referrals on discharge.
- Actively promote and develop positive relationships within the service, health sector and community that promote appropriate service delivery and patient care.
- Displays a clear understanding of the principle of recovery orientated practice and its implementation within a clinical setting.
- Demonstration of relevant family violence practice according to allocated responsibility level. This aligns with the Multi-Agency Risk assessment and Management (MARAM) Framework, the Family Violence Information Sharing Scheme (FVIS) and Child Information Sharing Scheme (CISS) legislative requirements and related Austin Health guidelines



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- Demonstrate flexibility/responsiveness within professional practice/duties/roles in order to meet organisational goals/priorities.
- Function as the senior clinician in a clinical stream of care
- Support and supervise Grade 2 Neuropsychology staff and students on placement
- Other duties as directed by the unit manager or Director of Psychology.

Quality and Risk

- Undertake and model evidence-based practice principles in the provision of care
- Undertake activities and audits to support compliance with the national standards
- Ensures consumer care standards meet professional, organisation, legal and ethical requirements.
- Maintain responsibility for the SECU psychometric test library including ensuring appropriate secure storage, access, and auditing in keeping with relevant professional standards, codes of conduct, ethical guidelines, and Austin policies/procedures.
- Assist with the development, maintenance and reporting of departmental quality projects in conjunction with the Neuropsychologist Grade 4 and Director of Psychology
- Maintain appropriate statistics, case notes and records, documenting in patient medical files according to policy/ procedure and Austin Health documentation standards
- Participate in Psychology department meetings

Professional Development

- Participate in department performance appraisal, supervision and professional development planning process in discussion with Unit Manager and Director of Psychology or delegate.
- Participate in regular supervision with a Neuropsychologist Grade 4 or above
- Undertake education and training to ensure clinical practice is current and evidence based
- Be a leader in building and contributing to knowledge in their area of expertise and will encourage teaching, research and mentoring within Mental Health Directorate.

Leadership

- Support the Neuropsychologist Grade 4 and Director of Psychology in a range of activities including department planning and development, strategic planning, policy development and resource allocation within the Mental Health Directorate.
- Participate in human resource management as requested by the Neuropsychologist Grade 4 or Director of Psychology and within scope of role
- Participate in the development, implementation and evaluation of policy, service provision and strategic direction of the department with a particular focus on the designated clinical stream
- Represent the area of responsibility at relevant Austin Health forums and meetings
- Provide input into department policy and procedures regarding training and education for staff, students and other health professionals
- Support training and education to hospital staff, other professionals and student groups within Austin Health and externally on issues pertaining to their discipline
- Perform additional administrative duties and projects under direction of the Neuropsychologist Grade 4 or Director of Psychology

Selection criteria



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Essential skills and experience:

- Substantial clinical experience of at least 5 years.
- Demonstrated capacity to provide neuropsychological assessments and interventions for adults with complex emotional, behavioural and mental health difficulties who may also have co-morbid medical and neurodevelopmental conditions.
- Demonstrated ability to work autonomously, as well as within a multidisciplinary team and contribute to a collaborative approach to client care and service development / delivery.
- Demonstrated skill, experience and competence to work collaboratively, effectively and efficiently within inpatient settings
- Demonstrated commitment to evidence based practice and ability to translate this into practice
- Demonstrated capacity to liaise with external agencies and to implement appropriate community referrals to relevant service providers
- Demonstrated ability to undertake professional supervision and promote professional competence of other staff
- Demonstrated experience in the supervision of psychologists.
- Demonstrated ability to provide secondary consultation to carers, and to primary and other specialist service providers on behalf of the team
- Experience in the provision of staff support with strategies to assist with patient management
- High level interpersonal skills that promote team development and engagement, and an ability to relate to people at all levels within an organisation
- High level written and verbal skills
- Demonstrated competence in initiating and contributing to quality improvement, evaluation and research activities
- Demonstrated knowledge of recovery and collaborative clinical practice.
- Demonstrated experience in the provision of secondary consultation.
- Sound knowledge of relevant mental health legislation and policy.

Desirable but not essential:

- Experience and proficiency in keyboarding and computer skills.
- Demonstrated experience in developing and delivering training to a range of stakeholders.
- The ability to develop, implement and evaluate groups as indicated by service needs.

Professional qualifications and registration requirements

- Current registration with Australian Health Practitioner Regulation Agency.
- Minimum of master's degree in clinical Neuropsychology and endorsement as a Clinical Neuropsychologist with Australian Health Practitioner Regulation Agency
- Current registration as a clinical supervisor with Australian Health Practitioner Regulation Agency
- Working with Children check (if operationally required)

Quality, safety and risk – all roles

All Austin Health employees are required to:



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- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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