

## POSITION DESCRIPTION

<b>Position:</b>	Director of Psychology
<b>Directorate</b>	Mental Health Services
<b>Division:</b>	Mental Health
<b>Business Unit:</b>	Mental Health
<b>Enterprise Agreement</b>	MEDICAL SCIENTISTS, PHARMACISTS AND PSYCHOLOGISTS VICTORIAN PUBLIC SECTOR (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT
<b>Reports to:</b>	Executive Director of Mental Health



### MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

### VISION

Mildura Base Public Hospital – providing exceptional care.

### PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

### VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 5** of this document.

### INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

## STRATEGIC OBJECTIVES



## POSITION SUMMARY

The Director of Psychology - Area Mental Health and Wellbeing Service (AMHWS) will have professional leadership accountability for achieving a person-centred, trauma informed models of care for consumers and contributing to the wider hospital's mental health and wellbeing strategy by being responsible for workforce planning and development for psychologists, the professional supervision of psychologists, the psychology registrar program, psychology student placements and psychology service quality and development.

The role functions to ensure that consumers and patients at the Mildura Base Public Hospital receive the highest quality evidence-based psychological care, provide oversight of professional governance of all psychologists, provision of expert advice and input into psychology-related issues across MBPH, and support for workforce development and training.

This position works in partnership with discipline leaders and the Executive team at MBPH to set the strategic direction of the discipline of psychology across the hospital. The role also provides broader clinical advice related to psychological specific knowledge, mental health and wellbeing services to other professional clinical leadership areas across MBPH.

## KEY RESPONSIBILITIES AND DUTIES

### Leadership

- Leadership and oversight of the psychology workforce including planning, development, recruitment and workforce reform (in the acute and mental health hospital programs).
- Oversee the supervision program for all Mildura Base Public Hospital psychologists and provision of supervision in line with the program for psychology staff/registrars/students.
- The design, evaluation and management of programs to enhance the service capability of the psychology profession ensure quality, safety and excellence in the delivery of patient care.
- Development of professional governance policies and practice within the discipline of psychology
- Provide leadership and represent psychology profession within and external to Mildura Base Public Hospital at relevant forums.

### Human Resource Management

- Provide psychological input into the mental health and wellbeing strategy for all MBPH staff.
- Maintaining knowledge of relevant legislative and regulatory requirements of the workplace, and industrial matters by keeping abreast of the views of state and commonwealth peak bodies e.g. APS, AAPI, PBA, AHPRA pertaining to professional issues, and Royal Commission into Mental Health recommendations.

### Research, Education, Quality & Safety

- Lead research and quality improvement for psychology, allied health and interdisciplinary practice.

- Facilitate and support staff undertaking research activities to build the research culture within MBPH.
- Working with program areas to ensure psychology health service planning, organising, integration and coordination is aligned with the vision, values, operations and activities of Mildura Base Public Hospital -Support the implementation of the Mildura Base Public Hospital Clinical Governance Framework.
- Develop and maintain strong links with education providers to achieve an effective working relationship and ensure the workforce of the future.
- Facilitate and support staff in their professional development activities to build the expertise of the workforce.
- Governance and leadership for high quality clinical education of psychology staff and students.
- Comply with requirement of National Safety & Quality Health Service Standards (NS&QHS) and other relevant regulatory requirements including the 'Child Safe Standards'.
- Maintain annual registration requirements and continuing professional development (CPD) standards outlined by the relevant professional association and the Psychology Board of Australia.
- Comply with the employment conditions described in the Medical Scientist, Pharmacists and Psychologists Victorian Public Sector (Single interest employers) Enterprise Agreement 2021-2025
- Other duties as negotiated and determined with the Executive Director -Mental Health and Wellbeing Services.

### **Finance Management**

- Managing psychology resources, e.g. psychology instruments, tests and materials, required to provide services to the client population.
- Liaise with the Finance Business Partner regarding opportunities to improve the efficient allocation of financial resources.

### **Communication and Information Management**

- Ensuring all psychology staff, are aware of and work consistently with their professional, organisational, and medicolegal obligations.
- Build high performing team cultures, maintain high staff morale, and promote staff development and retention.
- Managing and/or supervising relevant staff including the Psychology Clinical Educator.
- Provide operational advice to Executive Director of Mental Health on Psychology related matters.
- Works with management team in the implementation of psychology strategy including the leadership of specific projects, portfolios or service development, or representing allied health on committees as required.

### **Clinical Service Delivery**

- Deliver specialist psychology knowledge, advice, and/or guidance internal and external to the organisation.
- Provide expertise in evidence-based psychological assessment and treatment interventions.
- Maintain a small clinical service delivery load aligned with speciality.
- Ensure that high quality psychology services are provided to Mildura Base Public Hospital patients and consumers.
- Meet relevant documentation requirements including patient documentation and completing relevant program reporting and statistical records.
- Work within the multi-disciplinary team, recognising and respecting the expertise and contribution of all team members, collaborating to refer clients to other services as necessary.
- Attend relevant ward rounds/case conferences and family meetings.



- Ensure all clinical activity undertaken fulfils or exceeds the competency standards of the profession, and the minimum standards for the programs into which they input/relate.
- Manage time and prioritise competing demands so that clinically appropriate care is delivered in a timely fashion, and non-clinical deadlines and responsibilities are met.

## GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

## KEY SELECTION CRITERIA

### Essential

- Registered as a psychologist with the Australian Health Practitioner Regulatory Agency (AHPRA) with or working towards specialist endorsement in Clinical Psychology or Clinical Neuropsychology.
- Ability to meet the eligibility criteria for membership of the APS or AAPi professional association.
- Ability to satisfy the requirements of the Mildura Base Public Hospital Credentialing and Professional Standards.
- Registered with the Psychology Board of Australia as a Board Approved Supervisor
- More than ten (10) years' experience as a psychologist including experience as at a senior level in a public health service.
- Excellent interpersonal skills including the ability to initiate, develop and maintain collaborative professional relationships and networks.
- Excellent communication skills, written and verbal, including excellent report writing skills.
- High quality therapeutic and professional relationships with consumers.

### Desirable

- Well-developed clinical and analytical skills relevant to clinical diagnosis and treatment of consumers in a relevant specialised area.
- Demonstrated experience and success in organisational leadership, service management and quality improvement in a health care setting.
- Ability to understand budgets, meet deadlines, set goals and manage projects including excellent report writing skills.
- Demonstrated abilities in strategic planning, project and change management including the ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills.
- Sound knowledge and demonstrated skills in human resource management issues.
- Experience in clinical research/academic environment desirable.

- Proven ability to exercise sound judgment and proven leadership in professional standards and ethics.

## **MANDATORY REQUIREMENTS**

### **Registration with Professional Association:**

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

### **National Police Record Check**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

### **Working with Children Check:**

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined “child-related role” at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

### **Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

### **Drivers Licence**

A current Victorian driver's licence is required for this position

*All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*

## **ACKNOWLEDGEMENT BY EMPLOYEE**

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Happy WE ARE POSITIVE

### As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

### Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



## Empathetic WE ARE CARING

### As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

### Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



## Accountable WE ARE COMMITTED

### As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

### Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



## Respectful WE ARE OPEN TO OTHERS

### As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

### Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



## Team-based WE ARE ONE TEAM

### As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

### Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

## LANGUAGE WE USE

"I choose..."  
"I care..."  
"I prefer..."  
"I will..."  
"I can..."  
"Is there a better way to do this?"  
"Can we explore that more so I can understand it better?"  
"We will...us...we can..."

## LANGUAGE WE DON'T USE

"I have to..."  
"I must..."  
"If only..."  
"Ah well, that is because of XYZ..."  
"Our processes do not let us do it"  
"Things have always been done this way"  
"Them and us"

## THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

