

ORGANISATIONAL OVERVIEW

Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health:

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health:

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

Essential:

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

POSITION DESCRIPTION

Position Title:	Grade 3 Clinical or Health Psychologist – Insomnia Service
Business Unit/Division:	Allied Health
Award Agreement:	Medical Scientists, Pharmacists and Psychologists Award
Classification:	Grade 3, Year 1-4 (PL1 – PL4)
Employment Type:	Permanent part-time 0.21 EFT (16 hours per fortnight)
Reports to:	Director of Psychology – Allied Health Psychology Clinical Leaders – Allied Health
Date Prepared/Updated:	01/09/2025

ROLE STATEMENT

General Role Statement:

The *Northern Health Insomnia Service* within the Department of Respiratory and Sleep Medicine provides specialised care for adult outpatients with a range of sleep issues. The multidisciplinary team also includes a sleep medicine registrar and clinical nurse consultant. The service incorporates multiple insomnia management pathways, including a digital CBT-i program, as well as individual and/or group evidenced based psychological interventions for higher risk/more complex patient presentations. As a new service, the Senior Psychologist will have the opportunity contribute to the establishment of the new Insomnia Service, offering clinical expertise to support its design and implementation.

The Senior Sleep Psychologist will be accountable for providing high quality patient care through the application of excellent clinical skills in assessment, planning and implementation of evidence-based psychological interventions for adult outpatients presenting with sleep disorders (insomnia). The role will involve some individual and/or group-based therapy, tailoring treatment to the diverse needs of patients and monitoring progress to ensure optimal outcomes. Working collaboratively with the multidisciplinary team, the psychologist contributes to integrated care within case conferences and shared treatment planning more generally. In addition to the provision of clinical supervision for Postgraduate Psychology Students or Grade 2 Psychologists where required, a component of the role will involve contributing to in-services and workshops for relevant staff groups around sleep psychology and evidence-based interventions such as CBT-i. This role will also play a key role in the development of sleep psychology resources, including self-management education materials and tools for patients and staff.

The Senior Sleep Psychologist will promote best practice services within both the Insomnia Service and the Psychology Department at Northern Health ensuring excellence in patient care. Compliance with mandatory training as per NH Policy is a requirement of this role. The role may be responsible for collecting high quality evaluation data, associated reporting requirements and will contribute to service improvement and risk management while promoting best practice and innovation. The role is based at The Northern Hospital in Epping, though work across the various Northern Health campuses, programs, and partner organisations may be required.

This position is responsible for:

Role Responsibilities:

- Manages a clinical case load in a productive fashion, ensuring referrals are prioritised and assessments completed in a timely manner
- Utilises health information and data to monitor, evaluate and improve service and team performance in collaboration with the Insomnia Service and Psychology Leadership Teams.
- Provides timely and accurate reporting of psychology activity and uses this information to ensure best use of resources
- Ensures that services delivered are evidence based and patient/client centred, that services delivered enhance continuity of care and are consistent across Psychology care domains
- Builds capacity within the multidisciplinary teams as regards psychological approaches to achieve positive health and lifestyle outcomes through attitude and behaviour change.
- Works in strong partnership with other team members and actively participates in team case conferences.
- Facilitates an active learning culture within outpatient services and broader psychology team to improve NH Psychology Services
- Provides clinical supervision to Grade 2 Clinical and Health Psychologists and students on clinical rotation as required.
- Communicates appropriate information and outcomes to referrers and documents progress in an accurate and timely manner
- Completes a high standard of written reports for internal and relevant external organisations as required
- Models and practices highly developed negotiation and conflict resolution skills
- Demonstrates a detailed knowledge of relevant community resources, information and referral processes, and utilise this knowledge in clinical practice
- Fosters and models a detailed understanding of culturally and linguistically diverse communities
- Contributes significantly to the development, implementation and evaluation of clinical programs
- Undertakes appropriate professional duties as directed by Psychology Clinical Leaders and Director of Psychology – Allied Health.

Professional Responsibilities:

- Utilises opportunities to increase professional knowledge and skill base.
- Fosters and demonstrates active participation in supervision.
- Actively seeks out all learning opportunities and fosters this in others.
- Applies the principles of evidence-based practice to clinical work.
- Acts as an advocate on psychological issues when consulting with other health professionals and carers.
- Participates in in-service training as required.
- Complies with department and ethical guidelines around use and storage of psychological tests to ensure their integrity is maintained.
- Complies with the Australian Psychological Society Code of Ethics/new AHPRA Psychology Board of Australia Code of Conduct from December 2025.

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.

- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership

- Models professional leadership and acts as a mentor within Psychology and across programs
- Creates and facilitate a learning culture which reflects evidence-based practice.
- Ensures staff understand clinical interventions support the achievement of Northern Health objectives and performance indicators
- Acts as an advocate on psychological issues when consulting with other health professionals

Strategic and Project Management Leadership

- Actively participates in strategic initiatives and quality improvement initiatives across Northern Health
- Actively engages consumers in service improvement as per the NH Partnering with Consumers plan
- Represents and advocates for allied health in all designated roles and responsibilities

Organisation-Wide Contribution

- Supports the achievement of accreditation under the National Safety and Quality Health Care Standards
- Participates in local and organisational wide education, activities, initiatives

Diversity and Inclusion

- Conducts self in a way that is respectful of others
- Supports achievement of Northern Health's Cultural Responsiveness Plan
- Together with other staff, support training and events that promote diversity, inclusion and gender equity

Innovation and Culture Change

- Actively engages in organisational change and transformation processes
- Promotes a culture of person-centred care
- Displays an innovative mind-set

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Current registration with the Psychology Board of Australia (PBA)
- Doctoral or Masters level qualifications in Clinical Psychology or Health Psychology

- Psychology Board of Australia Area of Practice Endorsement in Clinical or Health Psychology
- Psychology Board of Australia Approved Supervisor
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Experience

- Minimum of five years post-graduate clinical experience
- Experience in working with adults experiencing sleep disorders

Preferred

- Clinical experience in a public health setting
- Current Victorian Driver Licence

Knowledge, Skills and Behaviours

- Demonstrated highly developed interpersonal skills within a multidisciplinary team.
- Understanding of the cultural diversity of the community
- Ability to work autonomously and collaboratively within a multidisciplinary team
- Commitment to culturally responsive and trauma-informed care

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: