

# Eastern Health

## POSITION DESCRIPTION

|                                |  |
|--------------------------------|--|
| <b>Position Title:</b>         | Cognitive Dementia and Memory Service (CDAMS) Senior Clinician   |
| <b>Award Classification:</b>   | Grade 3 Allied Health Clinician (Physiotherapist, Occupational Therapist, Speech Pathologist or Social Worker) or Grade 4 Neuropsychologist or Clinical Nurse Consultant 4B  |
| <b>Award / Agreement Name:</b> | Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026    Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024    Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Multi-Enterprise Agreement 2021-2025 |
| <b>Position Reports to:</b>    | Operational: Manager Care@Home Subacute clinics<br>Professional: Professionally responsible to Director of relevant profession Allied Health or Nursing  |

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs. *'Being part of Eastern Health is being part of a welcoming team of healthcare experts'* is achieved through Eastern Health's strategic goal of HEALTHIER TOGETHER.



## **1. POSITION PURPOSE**

The Cognitive, Dementia and Memory Service (CDAMS) Senior Clinician is a clinical expert in the area of dementia diagnosis and management, with significant experience in this clinical area and the broader health care environment. The CDAMS Senior Clinician will utilise their expert clinical knowledge and excellent communication skills to ensure the delivery of a high-quality person-centred response for people referred to the service. The CDAMS Senior Clinician will demonstrate superior consolidated professional skills and knowledge, a strong interest in quality improvement activities, research and the ability to develop individuals and teams. This clinician will work with the CDAMS Team Leader and other senior professionals to guide the operational and professional performance of the interdisciplinary health team and ensure key performance indicators and targets are achieved.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

### **2.1 Clinical skills and knowledge**

- Consistently demonstrate a high level of clinical expertise.
- Conduct complex assessments using a range of assessment tools/frameworks according to program and professional standards.
- Maintain a clinical caseload including assessment, treatment, family liaison and discharge planning.
- Ensure the provision of clinical care is responsive to the needs of people referred to the service
- Initiates and promotes innovative approaches to clinical practice.
- Utilise expert clinical knowledge to educate clients and family/carers regarding diagnosis and ongoing care needs.
- Demonstrate commitment to current evidence-based practice to enhance patient care.
- Documents assessment, care planning and recommendations in the client's medical history in accordance with departmental protocols.
- Participate in triaging of referrals and liaison with the Community Access Unit when required
- Independently prioritises clinical and administrative workloads
- Demonstrates clinical expertise through knowledge of clinical developments and research findings within area of clinical practice, and by assuming a consulting role to both internal and external stakeholders.
- Participate in the development of consistent processes, care pathways, and systems to ensure quality outcomes for patients
- Understands Eastern Health policies and legislative requirements which impact on clinical practice.
- Adheres to Victorian privacy laws – Information Privacy Act 2000 and the Health Records Act 2001, as well as other laws that regulate the handling of personal information.

### **2.2 Communication**

- Possess excellent communication skills and the ability to negotiate and consult widely at all levels.
- Demonstrate effective communication skills with clients, family/carers, colleagues, and external agencies.
- Participate in formal and informal collaboration with all other team members, program areas and external agencies for efficient and effective patient management.
- Promotes best practice teamwork principles and actively contributes to the interdisciplinary team.
- Displays proven negotiation, mediation and conflict resolution skills.
- Effectively manages difficult and challenging behaviours.
- Demonstrates advanced verbal and written communication skills in all professional domains of practice.
- Develop and maintain strong networks with relevant health and community providers
- Actively participates in multidisciplinary team meetings and team decision-making, ensuring effective communication and dissemination of information.
- Demonstrates leadership in departmental staff meetings via identification of relevant issues and facilitation of open communication.

- Fosters a culture of openness, respect, accountability and professionalism in the workplace.
- Promotes a friendly and cooperative work environment.
- Demonstrates a customer focus and cultural sensitivity with clients, carers, staff and the community.
- Represent and promote an awareness of Eastern Health CDAMS and cognitive services within, and external to Eastern Health by conducting in-service or educational/promotional activities

### **2.3 Organisational skills**

- Manage own time and prioritises competing demands to ensure completion of clinical work.
- Demonstrate punctuality and timeliness.
- Completes all documentation in a timely and accurate manner.
- Ensures all medical record documentation is maintained in line with Eastern Health standards.
- Ensures all reporting and data management requirements are adhered to.
- Completes administrative functions, including statistical collection and activity reporting, in an accurate and timely manner.
- Adheres to Eastern Health Policies and Procedures.

### **2.4 Professional Development, Quality and Supervision**

- Leads and implements a culture of learning within the Program.
- Acts as a role model in demonstrating a strong commitment to professional development and ensuring currency and integration of clinical knowledge.
- Assumes responsibility for own learning goals/needs through ongoing participation and presentation at professional development, quality and/or research forums.
- Integrates new learning within clinical practice.
- Plans and implements relevant internal/external professional development activities in line with identified knowledge gaps and organisational strategic directions.
- Participate in peer review and clinical audit activities as required.
- Participate and lead quality improvement and service development projects/activities.
- Provide supervision of students and junior staff.
- Participate in annual performance appraisal.
- Receives constructive feedback well and incorporates feedback to improve own work performance.
- Complies with CPD requirement in order to maintain professional registration.

### **2.5 Teaching and Research**

- Displays knowledge of research, new developments and evidence-based practice
- Demonstrates an ability to initiate, implement and evaluate research and encourages staff to participate in research and quality projects.
- Undertakes high level investigative reviews, including literature searches, benchmarking and funding opportunity investigations.
- Promotes an organisational commitment to research and significant quality activities.
- Develops and evaluates teaching processes, education programs and educational materials.
- Displays strong mentoring skills to advance staff development within the multidisciplinary Allied Health team.
- Promotes research via publication or presentation at relevant forums and encourages other staff to do so.

## **3. SAFE PRACTICE AND ENVIRONMENT**

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

## **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

## **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

## **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

## **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour, and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

### **Our commitment to Diversity, Equity & Inclusion**

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

## 8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## 10. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Result Areas /Key Performance Indicators

## 11. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination*

*against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to employment.*

Signed: \_\_\_\_\_

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

Manager

INCUMBENT STATEMENT

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_

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

## ATTACHMENT 1

### KEY SELECTION CRITERIA

|                                |  |
|--------------------------------|--|
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| <b>Current Effective Date:</b> | June 2025  |

#### *Essential*

- Recognised tertiary qualification in relevant discipline / field
- Current professional practicing certificate/registration (if applicable)
- Eligible for membership of relevant discipline professional association

#### *Desirable*

- Postgraduate qualification in Gerontology or other relevant qualification, or enrolled in appropriate course at time of employment.
- Minimum seven years of clinical experience.

#### **Experience**

- Post graduate work experience and expertise in assessment, treatment, and management of persons with dementia and other cognitive impairment.
- Demonstrated best practice in client assessment and intervention, including evidence of advanced clinical skills and client centered practice.
- Well-developed leadership skills, including competencies in decision making and in handling a range of complex issues including organisational change, staff competencies, conflict resolution and collaboration.
- Demonstrated ability to plan, develop and implement service delivery initiatives to specialist areas which promotes quality client care and optimum organisational outcomes.
- Significant knowledge and experience of quality improvement, research processes and commitment to achieving best practice clinical standards.
- Demonstrated capacity to undertake supervision with staff and students and to provide coaching, mentoring and peer support.
- A demonstrated capacity to inspire, influence and motivate staff and to contribute to a positive interdisciplinary culture.
- Demonstrated participation in professional development relevant to the position.
- Advanced interpersonal skills, including oral and written communication and excellent team integration skills.

- High levels of personal resilience.

**Other**

- Computer literacy
- Current Victorian Drivers Licence

**Aboriginal & Torres Strait Islander Candidates**

*Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.*

*An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)*

**ATTACHMENT 2**

**Key Result Areas /Key Performance Indicators**

|                        |  |
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| <b>Current Effective Date:</b> | June 2025  |
| <b>Next Review Date:</b>       | June 2026  |
| <b>Reports to:</b>             | Operational: Manager Care@Home Subacute clinics<br><br>Professional: Director of relevant profession Allied Health or Nursing  |

**Key Performance Indicators:**

- Conduct complex assessments using a range of assessment tools/frameworks according to program and professional standards.
- Maintain a clinical caseload including assessment, family liaison and discharge planning.
- Ensure the provision of clinical care is responsive to the needs of clients referred to the service.
- Engage and provide education to support patients, families and staff.
- Liaising with other health care workers to ensure continuum of and quality of care.
- Demonstrated understanding of professional codes of conduct.
- To participate and promote linkages with internal and external Eastern Health Stakeholders.
- Punctual attendance and active participation in client review, case conference and team meetings.
- Participate, promote and lead quality improvement activities and projects.
- Share the responsibility of updating and maintaining service information and resources.
- Foster and actively participate in collaborative working relationships, peer relations and professional behaviours to ensure effective communication.
- Participate in ongoing professional development.
- Undertake supervision of students and staff.
- Compliance with all Eastern Health policies and procedures ensuring best practice.
- Maintain excellent documentation standards in line with Health Independence, Eastern Health and professional discipline standards.
- Ensure accurate recording of VINAH data.
- Meet key performance clinical targets as set by the Manager (SACS Clinics) and CDAMS Team Leader.
- Willingly accept additional duties as delegated by the Manager (SACS Clinics).