**Clinical Team Roles and Responsibilities**

Assessments and Interventions

* Complete Functional Behaviour Assessment such as FAI, CAI and MAS-II
* Collect Data and analyse the results to provide a succinct analysis.
* Develop an interim and Comprehensive Behaviour Support plan that may requires restrictive practices within timely manner.
* Provide training to participant and key Stakeholders after each plan developed.
* Provide a letter of recommendation where needed to aid in NDIS reviews.
* The Senior Behaviour Practitioner will be responsible for approval of clinical reports completed by the Behaviour Practitioners.
* The Senior Behaviour Practitioner approves specialised assessments for client’s case managed by the Behaviour Practitioners.
* Attends court and gives evidence that may include their professional opinion based upon assessment reports and professional observations on the participants development and relationships with significant others.

Clinical practice

* Ensure that referral, case allocation, review and closure processes and systems are in place to meet agreed timelines and expectations.
* Ensure that service delivery information is collected and recorded in a professional and timely manner and is consistent with the requirements of an agreed management information system and the research strategy.
* Provide specialist advice and consultation on particular cases.
* At times specialised assessments are required, beyond standard requirement of behaviour specialist Functional Behaviour Assessment such as WISC, Vineland etc. The Senior Behaviour Practitioners approves these assessments to ensure clinical governance depending on registration body and credential.
* Ensure that systems and processes are in place for appropriate monitoring of clients identified as “high risk”, such as Risk Assessment, Environment Risk Assessment, Safety Plan and Intervention plans.

Multidisciplinary Team

* Work in conjunction with Key stakeholders for the benefit of the participant. This includes but not limited to DHHS, allied health professionals, service providers, education providers and family.
* Liaise with external provider to aid with clinical interventions and implementation.
* Maintain a cohesive relationship with all stakeholder by assisting in or facilitating regular care team meeting.
* Be comfortable working in an area of complexity and competently navigate and manage different points of view on case direction and planning.
* Welcome problem-solving approaches where necessary.
* Play a lead role in the ongoing operation and development of Behaviour Team within the region of responsibility and actively contribute to its practice development, contract compliance, strategic planning, research, development, training and Behaviour intervention service strategies.

Administration

* Provide daily case notes for session and all interactions made toward or with the participant.
* Complete functional behaviour assessment
* Follow the Clinical Breakdown of hours; to ensure efficient usage of participant hours and funding.
* Maintain up to date files.
* Update data bases as required and expected.
* Maintain records in relation to Services KPI.

Supervision

* Participate in weekly/fortnightly supervisions.
* Follow the protocols in Clinical supervision agreement provided by Forbes Clinical Services
* Provides supervision and training to Therapy Assistant and specialist roles in accordance with Forbes Clinical Services’ supervision policy.
* Coach and mentor staff within the team and support workers working alongside the participant.
* Conduct quarterly reviews to ensure that personal and professional goals are being attained.
* At times you may require attending to highly sensitive meeting with other practitioners as situation may evolve in complexity.
* Supervise placement students as required.

Management and leadership.

* Assist the Senior Behaviour Practitioner to ensure that high quality clinical services are delivered to the specified participant group, through appropriate policy and program operation and development, and the recruitment, management and development of appropriately qualified and skilled staff.
* Each Practitioner must understand the principles of Behaviour Team and read through Behaviour Support Plan Handbook and familiarise themselves with the action steps involved.
* Understand that your role requires you to advocate for all participants and have complicated and demanding conversations with family and carers that might impeded of participant health and wellbeing.
* Effectively liaison with case managers responsible for the care of participants and effective care team participation.
* Assist with the management of any serious incidents, co-ordinate the appropriate response and ensure appropriate follow up.
* You may be required to support the managers or house coordinators in the recruitment, management and development of appropriately qualified and skilled staff. Followed by training module that will assist each support worker in developing a holistic service toward the participant while following the recommendation placed in the Behaviour Support Plan.
* Identify key stakeholders in each region (including DHHS, Aboriginal Communities and Services, CYMHS, ELMHS, Drug and Alcohol services, Education and Community Service Organisations) and ensure that constructive relationships are developed and maintained.
* In conjunction with the Senior Behaviour Practitioner, maintain collaborative working relationships with relevant Forbes Clinical Services.

I have read and understood the Practitioner Roles and responsivities provided in this document.

**Name**: Jay Ibrahim **Name**: Anthony Angiolino

**Position**: Senior Behaviour Support Practitioner **Position**: Behaviour Support Practitioner

**Signature**: \_\_\_\_\_\_\_\_\_\_\_ **Signature**: 

**Date**: 02/09/2021 **Date**: 02/09/2021