



## POSITION DESCRIPTION

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|---|---|
| <b>Position Title:</b>                    | Speech Pathologist Grade 2  |
| <b>Commencement / Last Date Reviewed:</b> | May 2019  |
| <b>Reviewed By:</b>                       | Manager of Speech Pathology & Allied Health Assistants  |
| <b>EBA:</b>                               | Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016 - 2020 |

## ORGANISATIONAL STRUCTURE

| Role / Team        | Area   | Direct Reports   |
|--------------------|--|--|
| Speech Pathology   | Allied Health  | Speech Pathologists Grade 1 & Allied Health Assistants |
| EBA Classification | Reports To   | Professional Accountability                            |
| VW1 to VW4         | Manager of Speech Pathology & Allied Health Assistants | NHW  |

## OUR VISION

To Be Recognised Leaders in Rural Health Care

## OUR VALUES

CARING

EXCELLENCE

RESPECT

INTEGRITY

FAIRNESS

## POSITION PURPOSE

The primary role of the Speech Pathologist Grade 2 is to be responsible for the planning, implementation and evaluation and delivery of Speech Pathology Services in designated Program areas that are aligned with Northeast Health Wangaratta's (NHW) vision, operational and strategic goals.

The Speech Pathologist Grade 2 will provide high quality Speech Pathology Services inclusive of assessment and interventions to NHW clients and significant others, across the organisation. This will require collaboration with clients, families and staff across the organisation and with external service providers.



## RESPONSIBILITIES AND MEASURES OF SUCCESS IN THE ROLE

The following table breaks down the key performance areas of responsibility for the incumbent. Measurements for performance areas will be agreed to with the Chief Speech Pathologist and Manager Allied Health and Ambulatory Services.

| PERFORMANCE AREA            | RESPONSIBILITY   |
|-----------------------------|--|
| <b>Core Role</b>            | <ul style="list-style-type: none"> <li>- Demonstrate well-developed interpersonal skills that fosters respect and positive working environment</li> <li>- Maintain a high level of professional clinical skill and professional competency, practicing within your scope of practice upholding the Speech Pathology Australia Code of Ethics</li> <li>- Act as a positive advocate for the Speech Pathology and actively contribute to the development of the service and organisation</li> <li>- Ensure a dynamic and vibrant Speech Pathology service that is evidence based.</li> <li>- Ability to work autonomously and within a team to provide client centred care</li> <li>- Maintain clinical load while managing competing clinical and non clinical priorities.</li> <li>- Maintain effective oral and written communication at all levels</li> <li>- Actively participate in relevant team meetings- program and discipline</li> <li>- Provide mentoring/supervision to Grade 1 Speech Pathologists, Allied Health Assistants (AHA) and students (VET, work experience and Undergraduate students)</li> <li>- Take responsibility for scheduling, attending and actively participating in supervision</li> <li>- Facilitation of staff appraisal with Grade 1 staff and/or Allied Health Assistants as directed by Manager of Speech Pathology</li> <li>- Be able to work out of hours including on weekends</li> </ul> <p><b>KPI for this section</b></p> <ul style="list-style-type: none"> <li>- Actively participates in at least monthly clinical supervision</li> <li>- Complete an annual staff performance appraisal as per NHW policy</li> <li>- Attend and actively participate in 80% of Speech Pathology &amp; Program Meeting/Education Sessions</li> <li>- Supervise Grade 1 Speech Pathologists, AHAs and/or Students (as directed)</li> </ul> |
| <b>Clinical</b>             | <ul style="list-style-type: none"> <li>- Provide high level Speech Pathology assessment, goal setting, intervention, education, advocacy and discharge planning for patients/clients and their significant others</li> <li>- Provide services within a timely manner using a variety of service delivery models</li> <li>- Collaboratively identify and document clear client centred goal with the view of client self-management and discharge</li> <li>- Liaise with other health professions to ensure a multidisciplinary approach to patient care</li> <li>- Identify relevant referrals to other disciplines, services and organizations</li> <li>- Identify need for; plan and chair family meetings as required</li> <li>- Timely and accurate recording of patient information and data entry (statistics) as per NHW policies and program requirements</li> <li>- Participate in Health Promotion activities</li> <li>- Actively participate in Case Review Meetings including providing clear, appropriate and achievable goals and articulating progress towards set goals</li> <li>- Communicate with the Manager of Speech Pathology in relation to clinical services and Operational Director of Allied Health and Ambulatory Services regarding Program decisions</li> </ul> <p><b>KPI for this section</b></p> <ul style="list-style-type: none"> <li>- Maintain agreed case load</li> <li>- Provide evidence based Speech Pathology Services</li> <li>- Maintain professional expertise through professional development initiatives, conference, literature and internet</li> <li>- Demonstrate active participation in 80% of required client related meetings</li> </ul>   |
| <b>Quality &amp; Safety</b> | <ul style="list-style-type: none"> <li>- Assist in the development and implementation of the annual Speech Pathology Operation Plan</li> <li>- Initiate and participate in Speech Pathology and Program based Quality Improvement Activities</li> <li>- Participate in developing and/or updating resources in line with best practice principles</li> <li>- Develop, implement, and evaluate policies, procedures and standards to ensure best practice</li> <li>- Participate in the evaluation of Speech Pathology Services and identify opportunities for improvement</li> <li>- Develop, maintain and pursue a Professional Development Plan</li> <li>- Participate in staff credentialing (as required)</li> <li>- Participate in the identification, escalation, management and reduction of issues and risks within the organization</li> </ul>  |



|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>- Complete all NHW Mandatory Competency training</li> <li>- Ensure that services are provided in a manner that meets compliance with relevant Acts and Standards</li> <li>- Maintain awareness of and compliance with Accreditation requirements</li> <li>- Maintain awareness of and compliance with processes and systems implemented for OH&amp;S and emergency procedures within the workplace</li> </ul>   |
|                                   | <p><b>KPI for this section</b></p> <ul style="list-style-type: none"> <li>- Coordinate and/or participate in at least one Quality Improvement Project annually</li> <li>- Complete all required NHW Mandatory Competencies</li> <li>- Demonstrate input and collaboration in the development and achievement of Speech Pathology Operational Plan.</li> </ul>  |
| <b>Partnerships</b>               | <ul style="list-style-type: none"> <li>- Establish and maintain a collaborative relationship with staff across NHW</li> <li>- Represent and promote the Speech Pathology Service within NHW and external organisations</li> <li>- Develop linkages and represent NHW within local/regional networks and education forums</li> <li>- Maintain awareness and understanding of community services available and how these services compliment NHW</li> <li>- Ensure inclusion of relevant stakeholders in decision making relating to service development</li> <li>- Maintain awareness of and adhere to departmental and organisational policies, procedures and guidelines relevant to your clinical practice</li> </ul>                              |
|                                   | <p><b>KPI for this section</b></p> <ul style="list-style-type: none"> <li>- Consistent positive professional communication and consultation with relevant internal and external stakeholders</li> <li>- Maintains positive and functional relationships with internal and external service providers</li> <li>- Maintains awareness of external agencies and the services they provide</li> </ul>  |
| <b>Employee Obligations - OHS</b> | <ul style="list-style-type: none"> <li>- Participate in the development of a safe and healthy workplace.</li> <li>- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.</li> <li>- Co-operate with management in its fulfilment of its legislative obligations.</li> <li>- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.</li> <li>- To report any injury, hazard or illness immediately, where practical to their supervisor.</li> <li>- Not place others at risk by any act or omission.</li> <li>- Not wilfully or recklessly interfere with safety equipment.</li> </ul> |

## WORKING RELATIONSHIPS

### INTERNAL

- Operational Director of Allied Health & Ambulatory Services
- Manager of Speech Pathology & Allied Health Assistants
- Medical, Nursing and Allied Health Staff

### EXTERNAL

- Counterparts at Other Regional Health Services
- Local Agencies/referral points

## KEY SELECTION CRITERIA

### Essential

- Approved Degree in Speech Pathology that allows eligibility for membership of Speech Pathology Australia
- Possess a sound knowledge of Speech Pathology theory and clinical practice for adult communication, cognitive and swallowing disorders
- Demonstrated clinical experience with an adult rehabilitation caseload
- Demonstrated skills/strategies working independently and within a multidisciplinary team
- Experience in the provision of Speech Pathology supervision to students and/or staff
- Demonstrated ability to identify and actively participate in Quality Improvement Activities to positively influence change
- Evidence of and commitment to professional development and lifelong learning

### Desirable

- Experience with adult inpatient and outpatient rehabilitation settings
- Current drivers licence

### All staff must have and remain current for continued employment the following:

- A current National Police Check (renewed every 3 years)
- A current Working with Children Check (renewed every 5 years)
- Statutory Declaration for applicable workers who have lived overseas



# Standards of Behaviour

## Above the line Our staff will always:

## Below the line Our staff will not:

### Caring

Show compassion to all people  
Demonstrate empathy and understanding  
Work as part of the team  
Mentor others  
Provide encouragement to others  
Care for others the way they would like to be cared for themselves

Be disrespectful  
Be self-centered  
Have inappropriate conversations with others  
Display rudeness

### Excellence

Commit to the NHW Hardwiring Excellence expectations  
Have the courage to question what we do  
Persevere to do the best job they can  
Strive continuously to improve  
Be professional and enthusiastic  
Maintain customer focus

Give up  
Demonstrate a 'can't-do' attitude  
Accept mediocrity  
Be unreliable  
Pass the buck  
Ignore feedback given by patients or colleagues

### Respect

Maintain confidentiality and privacy  
Listen to others and accept differences  
Be punctual  
Respond courteously  
Greet all people by saying hello, smiling and introducing themselves  
Be culturally informed and sensitive  
Respect diverse opinions

Be sarcastic  
Bully, harass or display aggression  
Be judgmental  
Withhold information  
Contribute to rumours  
Leave an untidy workplace

### Integrity

Be open and honest  
Lead by example  
Be responsible and accountable for their own actions  
Stand up and take action  
Escalate issues or behaviors of concern

Be arrogant  
Be dishonest  
Be hypocritical  
Avoid responsibility  
Allow unacceptable behavior

### Fairness

Demonstrate consistency  
Treat people equally  
Be considerate and understanding  
Be collaborative and collegial

Discriminate against others  
Demonstrate favoritism and exclusion  
Refuse to assist others with their workload

Received By Employee

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

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