

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Speech Pathologist
Position Number:	Generic
Classification:	Allied Health Professional Level 1-2
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals South - Allied Health Services Speech Pathology
Position Type:	Permanent/Fixed-Term, Full Time/Part Time
Location:	South
Reports to:	Discipline Lead Speech Pathology Services
Effective Date:	August 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Tertiary qualification/program of study accredited by Speech Pathology Australia and is a full member of Speech Pathology Australia or is eligible for membership with Speech Pathology Australia</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	Current Driver's Licence

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Speech Pathologist assists patients/clients with communication and swallowing disorders to maximise their communication and nutritional outcomes, through:

- Assessment and diagnosis.
- Direct intervention.
- Providing education, advice and support to patients/clients, family members and relevant others, including treating teams.
- Behaving in a manner consistent with the Speech Pathology Australia Code of Conduct, the State Service Code of Conduct and in accordance with Organisation policies.

Duties:

1. Assess, diagnose and treat clients with communication and swallowing disorders, providing relevant and timely written reports as required.
2. Maintain adequate documentation and statistical records in accordance with departmental policies and standards.
3. Be an active member of multidisciplinary teams to provide appropriate, effective and coordinated patient/client care.
4. Act as a resource for, and liaise with, referring service providers, team members and other stakeholders regarding individual patients/clients.
5. Maintain contemporary professional knowledge through continuing professional development activities, and actively participate in supervision and practice development activities as per service protocols.
6. Attend and positively contribute to speech pathology staff meetings, continuing education and service planning activities.
7. Participate in quality improvement and research activities.
8. Participate in the student program for speech pathology and work experience students.
9. Provide education to team members and relevant service providers regarding assessment, therapy, literature and resources relevant to speech pathology to support patient/client care.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

Under the direction of the Discipline Lead Speech Pathology Services, the Speech Pathologist is responsible for:

- Providing effective and efficient speech pathology services to allocated patients/clients and their families/carers through assessment, intervention, communication and education, using a range of service delivery methods as part of the Speech Pathology Service.
- Working independently with reference to the policies, procedures and guidelines of the Organisation and Speech Pathology Services and to liaise with senior staff regarding complex and/or novel clinical presentations.

- Participating in service development, professional development programs and research activities, and for taking a proactive approach in maintaining and improving professional knowledge and skills.
- Exercising reasonable care in the performance of duties consistent with relevant Work Health and Safety legislation.
- Receiving professional guidance from the Discipline Lead Speech Pathology Services and Senior Speech Pathologists.
- Complying with the code of professional conduct of Speech Pathology Australia and for working within departmental policies and procedures.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

Knowledge

1. Knowledge of current speech pathology practice including assessment, therapy, literature and resources relevant to the caseload.
2. Understanding of the principles of client centred care, continuous quality improvement and evidence-based practice.
3. Ability to comply with Agency Work Health and Safety legislation, policies and procedures.

Skills

4. **Communication skills** - Individuals will demonstrate excellent verbal, non-verbal and written communication skills with the capability to communicate effectively, to share information, negotiate outcomes and to build and maintain positive relationships with a range of people including colleagues, clients, multidisciplinary team members and others.
5. **Conceptual and analytical skills** - Individuals will demonstrate capability to understand and analyse information from a range of sources and to make sound decisions based on evidence.
6. **Organisational skills** - Individuals can work in an organised, logical and reasoned way and can manage their time efficiently, prioritising tasks and effectively using tools such as Outlook to assist them.

Personal qualities

7. **Initiative** - Individuals will demonstrate capability to be adaptable and to respond and adjust easily and positively to change and are proactive and self-directed.
8. **Resilience** - Individuals will demonstrate capability to persevere to achieve goals even in the face of obstacles, to cope effectively with disappointments and setbacks and remain calm and in control under pressure.
9. **Lifelong learning** - Individuals will demonstrate intellectual curiosity and a love of learning and will actively engage in clinical supervision. They are passionate about their profession and inspired by new knowledge, actively seeking and creating opportunities for knowledge and skill development for themselves and others to provide the best possible service to clients.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).