

Statement of Duties

Position Title: Speech Pathologist	Position Number: 517597	Effective Date: November 2018
Group: Hospitals North/North West – Mersey Community Hospital (MCH)		
Section: Speech Pathology	Location: North West	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent	
	Position Type: Full time/Part Time	
Level: 1-2	Classification: Allied Health Professional	
Reports To: Manager - Speech Pathology Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Provide professional clinical speech pathology assessment and intervention to inpatients and outpatients of the Mersey Community Hospital (MCH) and the North West region of Tasmania.

Duties:

1. Provide appropriate management including assessment, diagnosis and treatment to inpatients and outpatients with communication and swallowing disorders.
2. Work as an effective member of multidisciplinary teams achieving patient-focused outcomes.
3. Contribute to and participate in the development of policies, procedures and guidelines, performance measures and reporting mechanisms for the speech pathology service.
4. Provide clinical leadership for undergraduate, postgraduate and work experience students.
5. Actively support quality improvement, education and research activities and projects undertaken by the speech pathology service.
6. Maintain contemporary professional knowledge through appropriate continuing professional development activities and contribute to the provision of staff education programs.
7. Maintain adequate medical record documentation and statistical records in accordance with Departmental standards.
8. Actively promote the role of Speech Pathology within the hospital and community settings.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.

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.

Scope of Work Performed:

The Speech Pathologist is based at MCH and will work closely with the Senior Speech Pathologist to provide a safe, effective and efficient speech pathology service. The occupant works in accordance with departmental policies, protocols and guidelines, with general professional guidance provided by the Manager - Speech Pathology Services, Deputy Manager Speech Pathology and Senior Speech Pathologist. Responsibilities include:

- Determine own work priorities for allocated caseloads in accordance with departmental policies, protocols and guidelines.
- Participate in service development, professional development, quality improvement and research activities.
- Comply with the code of professional conduct of Speech Pathology Australia and work within Agency policies and protocols.
- Exercise reasonable care in the performance of duties consistent with the relevant Work Health and Safety (WH&S) legislation.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of Speech Pathology Australia (SPA).
- Current Tasmanian Working with Children Registration.
- 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.

Desirable Requirements:

- Current Driver's Licence.

Selection Criteria:

1. Demonstrated ability to competently assess and diagnose communication and swallowing disorders in inpatient, outpatient and community settings.
2. Demonstrated ability to plan, implement and evaluate effective therapy programs with minimal supervision.
3. Commitment to ongoing professional development and ability to contribute to development of departmental policies, protocols and guidelines.
4. Well developed communication skills including the capacity to work within a multidisciplinary team.
5. Knowledge of and a commitment to the principles of Equal Employment Opportunities, WH&S and Quality Management.
6. Effective time management skills and the ability to prioritise and monitor a clinical caseload.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the State Service Act 2000. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The State Service Act 2000 and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.