

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 North – Launceston General Hospital Allied Health Services
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North
Reports to:	Discipline Lead - Speech Pathology Services
Effective Date:	April 2018
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Tertiary qualification/program of study accredited by Speech Pathology Australia</p> <p>Eligible for membership with the Speech Pathology Australia</p> <p><i>Or where regulatory requirements exist NDIS Q&S Commission Provider Registration Requirements</i></p> <p>Full member of Speech Pathology Australia</p> <p>Current Working with Children Registration</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>

Note: 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:

Provide professional assessment and treatments to patients with communication and swallowing disorders within the hospital inpatient, outpatients and community services.

Duties:

1. Assess, diagnose and treat patients by competently selecting, using and evaluating appropriate relevant therapy and testing procedures.
2. Determine, implement and review appropriate therapy procedures.
3. Maintain adequate medical record documentation and statistical records in accordance with Departmental standards.
4. Actively participate in, and contribute to, the Departmental continuing professional development and quality improvement programmes.
5. Actively promote the role of Speech Pathology within the hospital and community settings, including the provision of regular in-service education to members of the multi-disciplinary teams.
6. Participate in all levels of training for undergraduate, post graduate and work experience students.
7. Participate in evidence based research activities.
8. Actively participate in and contribute 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.
9. 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:

The Speech Pathologist is expected to undertake novel and complex casework under appropriate supervision from senior staff, and is responsible for:

- The provision of a quality Speech Pathology service to allocated sections of the organisation.
- Working independently, following the policies, procedures, protocols and guidelines of the Department.
- Working within hospital policies and procedures, including Equal Employment Opportunity (EEO) and Work Health and Safety (WH&S) guidelines.
- Maintaining appropriate and thorough patient records and workload statistics.
- Championing a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- 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.

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:

1. Demonstrated sound knowledge of current Speech Pathology practice.
2. Demonstrated ability to competently assess and diagnose communication and swallowing disorders in adults and children.
3. Demonstrated ability to plan, implement and evaluate effective therapy programmes with minimal supervision.
4. Well developed communication skills, including the capacity to work within a multi-disciplinary team.
5. Previous experience in a hospital setting or satisfactory undergraduate experience.
6. Effective time management skills including the ability to select, prioritise and monitor a clinical caseload.

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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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](#).