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## SA Health Job Pack

<b>Job Title</b>	Speech Pathologist - FMC Allied Health Acute Casual Pool Campaign 2020
<b>Eligibility</b>	Open to Everyone
<b>Job Number</b>	714603
<b>Applications Closing Date</b>	Thursday, 31 December 2020
<b>Region / Division</b>	Southern Adelaide Local Health Network
<b>Health Service</b>	Allied Health Acute
<b>Location</b>	Bedford Park
<b>Classification</b>	AHP2
<b>Job Status</b>	Casual Pool
<b>Casual Hourly Rates</b>	\$46.54 p/hr - \$53.92 p/hr + 25% casual loading

## Contact Details

<b>Full name</b>	Helen Tedesco, Director of Speech Pathology
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## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Screening – DHS
- Vulnerable Person-Related Employment Screening - NPC

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Immunisation

### Risk Category C (minimal patient contact)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact). [Please click here for further information on these requirements.](#)

## Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✎ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
  - ✎ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.
- \* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding
- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
  - Information for Applicants
  - Criminal History Assessment requirements

<b>Position</b>	Speech Pathologist
<b>Classification</b>	AHP2
<b>Division</b>	Allied Health - Acute
<b>Department / Section / Unit / Ward</b>	Speech Pathology
<b>Role reports to</b>	Operationally: > Director of Clinical Services, Speech Pathology & Audiology Professionally: > AHP3 Acute Speech Pathologist
<b>CHRIS 21 Position Number</b> M54705	<b>Role Created / Review Date</b> 01/07/2018
<b>Criminal History Clearance Requirements</b> <input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)	<b>Immunisation Risk Category</b> Category A (direct contact with blood or body substances)

## JOB SPECIFICATION

### Primary Objective(s) of role:

The incumbent is responsible for providing a range of speech pathology services to adult inpatients and outpatients of FMC, including consultancy, assessment and therapeutic intervention (utilising specialist skills in the management of complex problems), education, applied clinical research and staff and student supervision. The position works predominately with an adult inpatient caseload across various acute medical and surgical units. The incumbent may be rostered across weekdays and weekends, dependent on department requirement.

The position may also be required to work with a paediatric feeding caseload, with support provided as required. Caseload may change according to the needs of the Department.

### Direct Reports: (List positions reporting directly to this position)

- > AHP1 Speech Pathologists (rotating) as appropriate

### Key Relationships / Interactions:

Internal:

- > Staff & consumers within SA Health

External:

- > Private providers, NGOs, Flinders University

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Balancing high clinical workload with non-clinical requirements within the department.
- > This position works as part of integrated team with other part-time and full-time staff. Caseload allocations and rotations may change frequently in response to changing demands within the hospital.
- > There is a requirement to share clinical patient management with other team members, which relies on high level communication and clinical handover practices.
- > A flexible and collaborative approach to working with and supporting others is essential.

**Delegations:** (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	N/A
Human Resources	N/A
Procurement	N/A

**Resilience**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Performance Development**

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN values and strategic directions.

**General Requirements**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

**Handling of Official Information**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

#### Special Conditions

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for *Health Care Act 2008* employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Key Result Areas	Major Responsibilities
<p>High quality direct/indirect patient/client care</p>	<ul style="list-style-type: none"> <li>&gt; Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan.</li> </ul> <p>Efficient and effective high quality speech pathology services are delivered, by:</p> <ul style="list-style-type: none"> <li>&gt; providing comprehensive and timely assessment, diagnosis and prognosis, treatment and counselling for disorders of communication and/or swallowing</li> <li>&gt; liaising closely with other disciplines involved in client care by exchanging assessment details and treatment objectives and contributing to forward planning (including discharge planning) and client management</li> <li>&gt; enhancing clients and relatives understanding of the presenting condition for implementation of strategies to self-manage the disorder</li> <li>&gt; devising informal assessment when necessary</li> <li>&gt; obtaining detailed case history information</li> <li>&gt; observing client behaviour and interaction</li> <li>&gt; providing evidenced based interventions / treatments as appropriate</li> <li>&gt; liaising with ward staff, referring agencies and other relevant community organisations as appropriate</li> <li>&gt; achieving a multidisciplinary approach to patient management and or goal planning, as appropriate</li> <li>&gt; researching literature regarding symptoms of a particular disorder</li> <li>&gt; referring clients to other professionals</li> <li>&gt; appropriate reporting</li> </ul> <p>The effectiveness of treatment is ensured by:</p> <ul style="list-style-type: none"> <li>&gt; meeting Competency Based Standards</li> <li>&gt; providing a range of service delivery models consistent with current best practice and evidence</li> <li>&gt; setting therapy goals in conjunction with the client and family</li> <li>&gt; devising and implementing therapy plans</li> <li>&gt; utilising formal and informal materials</li> <li>&gt; regularly reassessing client short-term and long-term progress</li> <li>&gt; enhancing family/caregivers' understanding of the presenting condition for implementation of self-management strategies.</li> </ul>
<p>Professional development</p>	<p>Maintain and develop clinical and professional skills by:</p> <ul style="list-style-type: none"> <li>&gt; participating in ongoing professional development e.g., attending relevant conferences and workshops, reading professional journals and texts and attending grand rounds</li> <li>&gt; undertaking regular performance reviews with the Director, Clinical Services in conjunction with the Senior Acute Speech Pathologist</li> <li>&gt; participating in the departmental Peer Support Program.</li> </ul>
<p>Departmental</p>	<p>Participate in the development of a high quality Speech Pathology service by:</p> <ul style="list-style-type: none"> <li>&gt; maintaining professional records in accordance with departmental and hospital guidelines</li> <li>&gt; maintaining accurate statistics</li> <li>&gt; participating in the overall management of the department in accordance with hospital policy by observing administrative and clinical protocols, participating in staff planning discussions, and providing ongoing maintenance of clinical assessment and therapy materials</li> <li>&gt; upholding the Speech Pathology Association of Australia Code of Ethics</li> </ul>

	<ul style="list-style-type: none"> <li>&gt; working towards achievement of performance based indicators set by the Director, Clinical Services and the incumbent</li> <li>&gt; ensuring a customer-oriented approach to service delivery as a key philosophy of the Speech Pathology Department.</li> </ul>
Education	<p>Assist in the provision of training and supervision of students / speech pathology peers by:</p> <ul style="list-style-type: none"> <li>&gt; participating in provision of direct student supervision of undergraduate speech pathology students</li> <li>&gt; sharing clinical experiences by participating in peer support, presenting case studies at staff meetings, and reporting on workshops attended</li> <li>&gt; participating in the department's education program for all other health workers and students.</li> </ul>
Community liaison	<p>Coordinate appropriate and well organised discharge from the service by:</p> <ul style="list-style-type: none"> <li>&gt; advising as appropriate, external speech pathologists regarding management of more complex cases following discharge to other institutions</li> <li>&gt; documenting as appropriate on the Speech Pathology Transfer Summary form.</li> <li>&gt; adhering to departmental and divisional guidelines established for the discharge process.</li> <li>&gt; participating in discharge meetings as appropriate.</li> </ul>
Evaluation	<p>Actively contribute to the provision of high quality, evidenced based patient services by:</p> <ul style="list-style-type: none"> <li>&gt; assisting in the planning and implementation of service improvement programs in Speech Pathology, and the Allied Health Division for multidisciplinary team services, to evaluate effectiveness of therapy and service provision and ensure continuation of a high standard of client care</li> <li>&gt; participating in team and individual staff appraisal systems that links performance to key results determined by the priorities of the service and department, which endeavour to determine and meet the needs of the broad range of consumers</li> <li>&gt; contributing to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Conduct and departmental human resource policies, including the WHS requirements.</li> </ul>
Contribution to effective operation of unit	<ul style="list-style-type: none"> <li>&gt; Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers.</li> <li>&gt; Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector).</li> <li>&gt; Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements.</li> <li>&gt; Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions.</li> <li>&gt; Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.</li> </ul>

## 1. ESSENTIAL MINIMUM REQUIREMENTS

### Educational/Vocational Qualifications

- > Appropriate degree in Speech Pathology or equivalent qualification which gives eligibility for full membership of the Speech Pathology Association of Australia

### Personal Abilities/Aptitudes/Skills

- > High level of verbal and written communication skills
- > Ability to work under pressure, independently prioritise workloads and meet deadlines
- > Ability to foster and participate in teamwork
- > Ability to take on new areas of practice
- > Embrace reflective practice and take ownership of theoretical and clinical skill development
- > Ability to work in an independent manner with limited supervision
- > Capacity to support and promote the values of the Speech Pathology Department, as outlined in the FMC Speech Pathology Team Charter
- > Capacity to provide clinical leadership, supervision and education
- > Proven commitment to the principles and practise of:
  - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
  - Quality management and the provision of person and family centred care.
  - Risk management.

### Experience

- > Acute hospital experience
- > Experience in conducting and interpreting videofluoroscopic swallowing studies (VFSS)
- > Previous attendance at student supervision workshops
- > Service evaluation and implementation of changes in practice.
- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

### Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > A sound knowledge of evidence-based principles of practice in adult communication and swallowing disorders
- > Knowledge of speech pathology treatment/intervention principles and understanding of underlying theory and evidence

**2. DESIRABLE CHARACTERISTICS** (to distinguish between applicants who meet all essential requirements)**Personal Abilities/Aptitudes/Skills**

- > Demonstrated ability to adopt a problem solving approach to service delivery.
- > An interest in both paediatric and adult swallowing disorders.

**Experience**

- > Proven experience in basic computing skills, including email and word processing.
- > Proven experience in basic computing skills, including email and word processing
- > Broad based post graduate experience with adult and paediatric patients in both inpatient and ambulatory settings
- > Experience with fiberoptic endoscopic evaluation of swallowing (FEES)
- > Previous experience in clinical supervision of speech pathology, paramedical staff and/or undergraduate speech pathology students
- > Experience in clinical research or quality projects which demonstrate ability to plan, execute and report on project outcomes

**Knowledge**

- > Awareness of the Charter of Health and Community Services rights.
- > Knowledge of disorders of feeding and swallowing in infants and children and principles of speech pathology practice in this population

**Educational/Vocational Qualifications**

- > Nil

**Other Details**

- > Nil

## Organisational Overview

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

## SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

## Our Legal Entities

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

## Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

## Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



**Code of Ethics**

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

**Domestic and Family Violence**

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

**Role Acceptance**

I have read and understand the responsibilities associated with the Speech Pathologist Level 2 in the Allied Health Acute Division and organisational context and the values of SA Health as described within this document.

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Name

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Signature

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Date