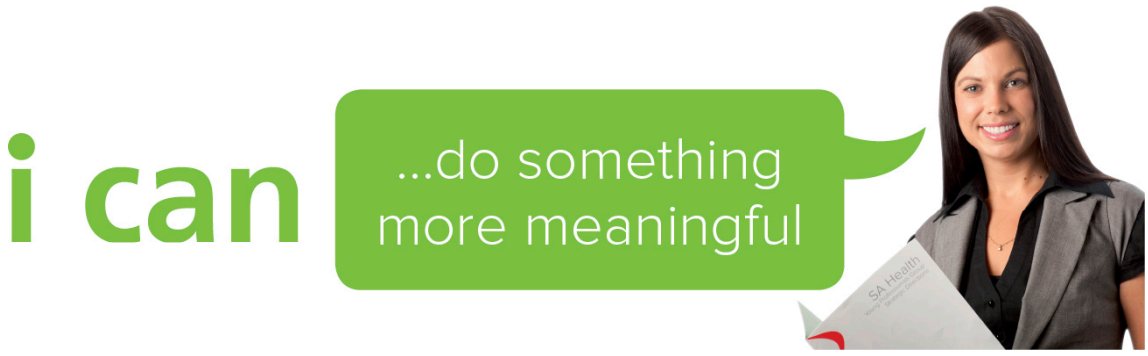



# SA Health Job Pack

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|---|---|
| **Job Title** | Speech Pathologist |
| **Job Number** | 610919 |
| **Applications Closing Date** | 31 December 2017 |
| **Region / Division** | Southern Adelaide Local Health Network (LHN) |
| **Health Service** | Speech Pathology & Audiology |
| **Location** | Flinders Medical Centre |
| **Classification** | AHP1/2 |
| **Job Status** | Casual Appointment |
| **Salary** | $29.93-$44.89 per hour + 25% Casual Loading |

# 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 Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:**

- ☒ Child Related Employment Screening - **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

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

# Contact Details

| | |
|---|---|
| **Full name** | Samantha Kruger |
| **Phone number** | 8204 3007 |
| **Email address** | samantha.kruger@sa.gov.au |



Government of South Australia
SA Health

# 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

Government of South Australia
SA Health

# ROLE DESCRIPTION

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| **Role Title:** | **Speech Pathologist (FM0787)** |
| **Classification Code:** | AHP2 |
| **LHN/ HN/ SAAS/ DHA:** | Southern Adelaide Local Health Network (LHN) |
| **Hospital/ Service/ Cluster** | Flinders Medical Centre |
| **Division:** | Allied Health |
| **Department/Section / Unit/ Ward:** | Speech Pathology & Audiology |
| **Role reports to:** | Senior Acute Speech Pathologists |
| **Role Created/ Reviewed Date:** | |
| **Criminal History Clearance Requirements:** | ☐ Aged (NPC)<br>☒ Child- Prescribed (DCSI)<br>☒ Vulnerable (NPC)<br>☐ General Probity (NPC) |

## ROLE CONTEXT

**Primary Objective(s) of role:**

The incumbent is responsible for providing a range of speech pathology services to adult inpatients and outpatients of the 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 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:**

The position is administratively accountable to the Director, Clinical Services (DCS).
The position clinically reports to the Senior Acute Speech Pathologists.

**Key Relationships/ Interactions:**

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|---|---|
| Supervisor Reports to: | Director of Clinical Services, Speech Pathology & Audiology |
| Supervisor's Position: | Senior Acute Speech Pathologists |
| Subject Position: | Speech Pathologist |
| Positions supervised: | AHP1 Speech Pathologists, OPS2 Paramedical Aide |
| Other Positions Reporting to the Supervisor: | AHP1 & AHP2 Speech Pathologists, OPS2 Paramedical Aide |

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- This positon 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:**

- N/A

**Resilience:**

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

**Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health 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 and Procedures and legislative requirements including but not limited to:

- *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
- immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'
- Disability Discrimination
- Code of Fair Information Practice
- 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
- valuing and respecting 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 *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* (Cth) or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007* (Cth).
- 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 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.
- May be required to wear protective clothing
- Job and Person Specifications are reviewed regularly as part of the ongoing Performance Development process.
- Some out of hours work and interstate travel may be required.
- May be required to participate in weekend staffing roster (this attracts overtime pay at penalty rates above base salary)
- Will be required to undertake a health assessment prior to commencement.

## Key Result Area and Responsibilities

| Key Result Areas | Major Responsibilities |
|---|---|
| **HIGH QUALITY PATIENT CARE** | **Efficient and effective high quality speech pathology services are delivered, by:**<br>> providing comprehensive and timely assessment, diagnosis and prognosis, treatment and counselling for disorders of communication and/or swallowing<br>> 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<br>> enhancing clients and relatives understanding of the presenting condition for implementation of strategies to self-manage the disorder<br>> devising informal assessment when necessary<br>> obtaining detailed case history information<br>> observing client behaviour and interaction<br>> providing evidenced based interventions / treatments as appropriate<br>> liaising with ward staff, referring agencies and other relevant community organisations as appropriate<br>> achieving a multidisciplinary approach to patient management and or goal planning, as appropriate<br>> researching literature regarding symptoms of a particular disorder<br>> referring clients to other professionals<br>> appropriate reporting<br>**The effectiveness of treatment is ensured by:**<br>> meeting Competency Based Standards<br>> providing a range of service delivery models consistent with current best practice and evidence<br>> setting therapy goals in conjunction with the client and family<br>> devising and implementing therapy plans<br>> utilising formal and informal materials<br>> regularly reassessing client short-term and long-term progress<br>> enhancing family/caregivers' understanding of the presenting condition for implementation of self-management strategies. |
| **PROFESSIONAL DEVELOPMENT** | **Maintain and develop clinical and professional skills by:**<br>> participating in ongoing professional development e.g., attending relevant conferences and workshops, reading professional journals and texts and attending grand rounds<br>> undertaking regular performance reviews with the Director, Clinical Services in conjunction with the Senior Acute Speech Pathologist<br>> participating in the departmental Peer Support Program. |
| **DEPARTMENTAL** | **Participate in the development of a high quality Speech Pathology service by:**<br>> maintaining professional records in accordance with departmental and hospital guidelines<br>> maintaining accurate statistics<br>> 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 |

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| | ongoing maintenance of clinical assessment and therapy materials<br>> upholding the Speech Pathology Association of Australia Code of Ethics<br>> working towards achievement of performance based indicators set by the Director, Clinical Services and the incumbent<br>> ensuring a customer-oriented approach to service delivery as a key philosophy of the Speech Pathology Department. |
| **EDUCATION** | **Assist in the provision of training and supervision of students / speech pathology peers by:**<br>> participating in provision of direct student supervision of undergraduate speech pathology students<br>> sharing clinical experiences by participating in peer support, presenting case studies at staff meetings, and reporting on workshops attended<br>> participating in the department's education program for all other health workers and students. |
| **COMMUNITY LIAISON** | **Coordinate appropriate and well organised discharge from the service by:**<br>> advising as appropriate, external speech pathologists regarding management of more complex cases following discharge to other institutions<br>> documenting as appropriate on the Speech Pathology Transfer Summary form<br>> adhering to departmental and divisional guidelines established for the discharge process<br>> participating in discharge meetings as appropriate. |
| **EVALUATION** | **Actively contribute to the provision of high quality, evidenced based patient services by:**<br>> 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<br>> 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<br>> 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. |

## Knowledge, Skills and Experience

### 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 WHS
  - quality management and client oriented service
  - risk management.

### Experience

- minimum of 3 years' post graduate experience in speech pathology practice
- 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.

### Knowledge

Demonstrated -

- 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
- understanding of quality management principles and procedures.

### DESIRABLE CHARACTERISTICS

### 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

- broad based post graduate experience with adult and paediatric patients in both inpatient and ambulatory settings
- experience with fibreoptic 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

- Knowledge of disorders of feeding and swallowing in infants and children and principles of speech pathology practice in this population.

## Organisational Context

**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

**Our Legal Entities:**

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

**SA Health Challenges:**

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

**Health Network/ Division/ Department:**

Speech Pathology & Audiology is one of 10 units (8 clinical disciplines) in the Allied Health Division. The Speech Pathology & Audiology Department of FMC and Flinders University are co-located within the same building and enjoy a strong collaborative relationship that facilities the development of innovative clinical programmes (services and teaching) and a broad range of staff activities related to clinical practice, teaching, education and research. The Department provides comprehensive clinical services which include patient care across the lifespan of infants to adults, community liaison, education, research and evaluation and is responsible for the clinical teaching of speech pathology students.

## Values

**SA Health Values**

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- We are committed to the values of integrity, respect and accountability.
- We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

**Speech Pathology Values**

In Addition to the SA Health Values, the Speech Pathology Department at Flinders Medical Centre is committed to upholding a set of core values developed by staff as laid out in their Team Charter, which include but are not limited to;

- Creating a supportive team work environment
- Maintaining timely and effective communication, that is honest and respectful
- Actively seeking teaching & learning opportunities
- Providing evidence-based services to patients
- Respecting and valuing the experiences, perspectives and efforts of others
- Valuing client and family perspectives and supporting them to make informed choices about their treatment

**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:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

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

## Approvals

**Role Description Approval**

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:** **Role Title:**

**Signature:** **Date:**

## Role Acceptance

**Incumbent Acceptance**

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:** **Signature:**

**Date:**