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| Department of Health and Human Services  and Tasmanian Health Service Statement of Duties | 2011-03-07 - 2010_TAS_Gov_Logo |
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| Position Title: | **Position Number:** | Effective Date: August 2017 |
| Group and Unit: Tasmanian Health Service (THS) - Complex, Chronic and Community Service | | |
| Section: Community Rehabilitation Unit (CRU) | **Location:** | |
| Award: Allied Health Professionals (Tasmanian State Service) Agreement | **Position Status:** | |
| **Position Type:** | |
| Level: | **Classification:** Allied Health Professional | |
| Reports To: | | |
| Check Type: Annulled | Check Frequency: Pre-employment | |

#### Focus of Duties:

Within the Tasmanian Health Service Framework and in accordance with Agency policy and

procedures, the speech pathologist will:

* Assess, plan and carry out treatment programs, in accordance with organisational policies and the professional code of conduct, for clients referred to the Community Rehabilitation Unit. Rotation across clinical work areas in rehabilitation may be required.
* Provide care collaboratively with the client and carer and other members of the interdisciplinary team.
* Assist the senior speech pathologist in ensuring best practice standards for speech pathology services provided at CRU.

#### Duties:

1. Work as an effective member of the interdisciplinary rehabilitation team through provision and coordination of assessment, planning, implementation and review of speech pathology intervention programs and group sessions for clients and their carers referred to CRU.
2. Accurately record and maintain unit data requirements and details of clients’ assessments, treatments and discharge summaries to the required professional standard, in the electronic records.
3. Participate as required in the development and implementation of:

* group sessions
* client and carer education and training
* case conferences and interdisciplinary intervention programs

1. Delegate appropriate tasks to therapy assistants working in the interdisciplinary rehabilitation team and monitor and revise these tasks/programs to ensure they are performed in a safe and effective manner.
2. Assist Senior Speech Pathologist in:

* developing and monitoring policies and procedures for speech pathology services provided by CRU
* developing and reviewing resources for the use of the speech pathology service and for CRU
* providing a clinical program for students

1. Work as an effective member of the interdisciplinary rehabilitation team in achieving both the client’s and the unit’s outcomes.
2. Participate in quality improvement programs and clinical research activities, and assist in the development and implementation of strategies for change, and that contribute to continuous improvement in the delivery of best practice care to clients and their carers referred to CRU.
3. Maintain contemporary professional knowledge through appropriate continuing professional development and evidence based practice activities, and contribute to the provision of education programs for staff in the unit.
4. 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.
5. 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:

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| * Responsible for exercising professional judgement in problem solving and managing assessment and therapeutic interventions as part of the interdisciplinary rehabilitation team, under general guidance of the senior speech pathologist. * Participate in regular direct supervision and performance reviews provided with the senior speech pathologist. * Responsible for complying with the code of ethics of Speech Pathology Australia and for working within Agency, policies and procedures. * Responsible for contributing to the provision of coordinated rehabilitation programs for clients through liaison with referrers and other stake holders to facilitate clients smooth transition into and out of the Community Rehabilitation Unit. * Comply at all times with THS 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).
* 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

#### Desirable Requirements:

* Current Driver’s Licence

#### Selection Criteria:

1. Knowledge of current clinical speech pathology and client-centred practice, including assessment and intervention techniques relevant to an adult rehabilitation context.
2. Experience and demonstrated ability to contribute to the effective functioning of the interdisciplinary and speech pathology teams to enhance client rehabilitation outcomes.
3. Demonstrated time management and prioritisation skills, and a demonstrated ability to work with general supervision, seeking guidance as appropriate.
4. Evidence of highly developed verbal and written communication skills and an ability to tailor communication styles to meet the needs of the individual or group.
5. Demonstrated ability to exercise professional judgement, initiative, flexibility and to develop creative solutions in an environment subject to change and pressure.
6. Demonstrated commitment to on-going professional growth and development, and evidence of motivation and ability to provide a high quality, progressive service within the organizational context.
7. Proven ability to adapt and work collaboratively in a challenging, complex, and changing environment.

#### Working Environment:

#### Rotation across clinical work areas in THS-South rehabilitation services may be required.

The Department of Health and Human Services (DHHS) 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 and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

*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 of Health and Human Services and Tasmanian Health Service have 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 Director HR Management and Strategy or to the Manager Internal Audit.   DHHS 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.  DHHS and the 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 DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service 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 of Health and Human Services and the Tasmanian Health Service 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:* The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments.  Smoking is prohibited in all State Government workplaces, including vehicles and vessels.