

Statement of Duties

Position Title: Senior Speech Pathologist	Position Number: 516732	Effective Date: March 2021
Group: Hospitals South		
Section: Statewide Audiology Service	Location: South	
Award: Allied Health Professionals (Tasmanian State Service) Agreement	Position Status: Permanent	
	Position Type: Part Time	
Level: 3	Classification: Allied Health Professional	
Reports To: Discipline Lead - Statewide Audiology Service		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

- Provide and coordinate Speech Pathology services to clients seen in the Statewide Audiology Service (includes the Tasmanian Cochlear Implant Clinic & Diagnostic Audiology Clinic).

Duties:

1. Provide specialised clinical assessment, diagnosis and intervention to children and adults referred to the Tasmanian Cochlear Implant Clinic.
2. Act as a resource person in the area of clinical expertise, working as an effective member of the multidisciplinary Statewide Tasmanian Cochlear Implant Clinic team to ensure treatment/intervention plans are appropriate.
3. Promote a case coordination approach to the management of children referred to the clinic.
4. Maintain files and progress reports for the purpose of ensuring the availability of information and compliance.
5. Initiate and contribute to the development, implementation and review of policies, procedures and clinical practice guidelines for speech pathology services and where relevant for the multidisciplinary team.
6. Provide authoritative technical and policy advice which draws on in depth knowledge of speech pathology practice and act as a statewide resource in speech pathology for children and adults with cochlear implants.
7. 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.

8. 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:

- Providing a safe, effective, efficient and high-quality speech pathology service as part of the Statewide Multidisciplinary Cochlear Implant Clinic.
- Required to work with minimal supervision and to exercise considerable initiative and professional judgement.
- Initiating and participating in service development, quality improvement and research activities.
- 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
- 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 Drivers Licence

Selection Criteria:

1. Broad knowledge of and experience in providing paediatric speech pathology services within a multidisciplinary framework.
2. Demonstrated knowledge of the impact of hearing loss on speech, language and communication.

3. Demonstrated ability to exercise professional judgement and initiative to work with minimum supervision in a complex working environment
4. Demonstrated conceptual and analytical skills including the ability to develop implement and evaluate policies, protocols and procedures
5. Excellent communication skills, with the capability to share information, negotiate outcomes and maintain positive relationships with a range of people including colleagues, clients and their families

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 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 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. DoH 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 DoH and THS policy) with the Department of Health 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 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 the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.