

Position	Senior Speech Pathologist – Adult Acute Services (M55460)
Classification	AHP3
Division	Allied Health
Department / Section / Unit / Ward	Speech Pathology
Role reports to	Operationally: > Director of Clinical Services, Speech Pathology & Audiology Professionally: > Director of Clinical Services, Speech Pathology & Audiology
CHRIS 21 Position Number M55460	Role Created / Review Date 01/08/2018
Criminal History Clearance Requirements <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)	Immunisation Risk Category Category A (direct contact with blood or body substances)

JOB SPECIFICATION

Primary Objective(s) of role:

The Senior Speech Pathologist, Acute Adult Services, is accountable to the Director Clinical Services, Speech Pathology & Audiology, for the planning, development, co-ordination, implementation and evaluation of acute adult speech pathology services provided to inpatients who present with disorders of communication and swallowing. The incumbent may also provide specialised speech pathology services to complex patients groups including the Intensive & Critical Care Unit (ICCU), and carry an ENT inpatient and outpatient caseload.

The incumbent utilises highly specialised clinical skills in the management of complex clinical cases, including assessment, treatment and applied clinical research functions, as part of an integrated multidisciplinary team. Services incorporate the use of instrumental assessment for diagnosis and management of feeding, including videofluoroscopy as well as fiberoptic endoscopic evaluation of swallowing (FEES), when required.

The position provides professional leadership and supervision for day to day clinical matters to AHP1 and AHP2 clinicians and an OPS2 Paramedical Aid working in the acute adult area, while also providing a consultancy service to community and regional based therapists. The position provides supervision, clinical teaching and assessment of speech pathology students as required.

The incumbent maintains a broad level of expertise to enable participation in a broad range of the department's acute and essential services during periods of staff leave. Caseload may change according to the needs of the department.

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

AHP1/2 Speech Pathologists (rotating and allocated)
AHA3 Speech Pathology & Audiology

Key Relationships / Interactions:Internal:

Patients & Staff of Flinders Medical Centre and SALHN and SA Health more broadly

External:

Other healthcare providers, Residential Care Facilities

Challenges associated with Role:

Major challenges currently associated with the role include:

This position operates in shared leadership capacity with another part-time Senior Speech Pathologist and requires a high degree of negotiation, teamwork, time management and clear delegation of responsibilities. As a part-time position there is a requirement to share clinical patient management with other team members, which relies on high level communication and clinical handover practices.

This position is also responsible for coordinating the 7-Day Speech Pathology roster, which involves coordination and remote supervision of multiple casual and internal staff to cover weekend and public holiday shifts.

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

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

Key Result Areas	Major Responsibilities
<p>TECHNICAL SKILLS AND APPLICATION</p>	<ul style="list-style-type: none"> > Apply specialist professional expertise in the provision of complex clinical services, including provision of timely assessment, diagnosis and prognosis, and evidenced-based treatment for referred adult acute patients of FMC presenting with disorders of communication and/or swallowing > Apply specialist professional expertise in the provision of complex clinical services to patients with ENT related disorders as required. > Conduct instrumental investigation in the evaluation of swallowing eg FEES, videoflouroscopy > Operate with professional independence, clinical competence and highly developed reflective practice skills, drawing on professional direction in the review and application of new evidenced based techniques > Provide advice to management on professional service development, practice and redesign, in response to demand and client needs > Provide specialist advice and consultative services to community / regional based Speech Pathologists > Provide a range of service delivery models that are strongly grounded in the best available evidence > Liaise closely with families, staff of other disciplines and relevant community agencies to provide an integrated approach to client management > Enhance clients and relatives understanding of the presenting condition for implementation of strategies to self-manage the disorder, including specific home practice support > Maintain a broad range of speech pathology treatment skills to enable participation in the leave cover system across speech pathology service areas.
<p>PERSONAL PROFESSIONAL DEVELOPMENT AND</p>	<ul style="list-style-type: none"> > Work under limited direction, accepting professional responsibility for delivery of a high standard of complex, specialised or strategically significant work, including providing advice to the Director Clinical Services, Speech Pathology and other stakeholders on the effective allocation of adult acute Speech Pathology resources > Lead the Acute Adult Speech Pathology Team in the provision of high quality speech pathology services across FMC > Provide clinical leadership and support to the other Speech Pathologists working with the acute adult population at FMC > Display a commitment to continuous personal development by; <ul style="list-style-type: none"> o actively pursuing opportunities as required to maintain currency of clinical knowledge in the area of adult disorders of swallowing and communication o Actively developing the professional skills and competencies in others by contributing to or facilitating education and training activities and acting as a mentor and or clinical supervisor to less experienced staff o Utilising the support of mentors and peers and fostering strong relationships with universities, professional associations and other key stakeholders o Actively participating in the Professional Development and Review (PDR) process, including developing and pursuing a personal development plan in consultation with line manager while also facilitating this process for AHP1 and OPS2 staff under the incumbent's supervision > Provide training and support for other speech pathologists in this specialised area; being a clinical and educational resource person in the use of complex procedures for the assessment and treatment of acute adult swallowing and communication disorders.

<p>CLINICAL EDUCATION</p>	<ul style="list-style-type: none"> > Contribute to the clinical education of undergraduate and masters Speech Pathology students by supervising direct patient contacts, organising follow-up discussion and tutorials and acting as a clinical educator for speech pathology students on placement to develop their experience in adult acute swallowing and communication disorders > Contribute to academic programs where appropriate > Provide a role model by demonstrating professional behaviour and sound clinical reasoning skills > Liaise with staff from the relevant university as appropriate
<p>RESEARCH</p>	<ul style="list-style-type: none"> > Facilitate the development of knowledge of effective practice by encouraging and supporting research, evaluation of services and information sharing through relevant networks and other forums > Participate in applied clinical research as appropriate, and in conjunction with other relevant departments (eg General Medicine, Geriatrics, Ears, Nose and Throat, Respiratory etc).
<p>CLIENT/CUSTOMER SERVICE</p>	<ul style="list-style-type: none"> > Treat all clients with respect , identifying and pursuing opportunities to work in partnership with stakeholders to improve the quality of service provision > Promote cultural safety by valuing and promoting the cultural needs of local communities > Ensure a customer-oriented approach to service delivery as a key initiative of the Department of Speech Pathology and Audiology.
<p>ADMINISTRATION AND DOCUMENTATION</p>	<ul style="list-style-type: none"> > Comply with organisational requirements regarding the accurate and timely completion of documentation and statistics > Provide resource management information and recommendations to the DCS. > Contribute to the development of relevant procedures in the areas of clinical expertise, in conjunction with DCS. > Participate in regular review of relevant administrative policies and procedures and by making recommendations to promote safety, equity of access and outcome for patients. > Maintain comprehensive professional reports in active department files, maintain medical records and forward copies to referring agencies/individuals/educational providers for future planning > Contribute towards 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. > Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems

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

- > Highly developed verbal and written communication skills across all levels of service provision
- > Demonstrated ability to work in an independent manner with limited supervision
- > Ability to work under pressure, prioritise workloads, and meet deadlines
- > Demonstrated capacity to foster and participate in multi-disciplinary teamwork
- > Demonstrated capacity to support and promote the values of the Speech Pathology Department, as outlined in the FMC Speech Pathology Team Charter
- > Demonstrated skills in leading service change and quality improvement practices
- > Ability to provide clinical leadership in specialised area of practice
- > Demonstrated ability to actively engage in reflective clinical practice
- > Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, diversity and WHS
 - Quality management and client oriented service
 - Risk management

Experience

- > Extensive clinical experience in the acute management of adult communication and swallowing disorders including aged care, post-surgical, ENT and general medical patients, including the use of VFSS and FEES
- > Previous experience in student or staff supervision
- > Experience in clinical protocol/procedure/pathway development
- > Experience in collecting, analysing and interpreting data, and making appropriate recommendations
- > Experience in effective development, implementation and evaluation of quality improvement programs
- > FEES competencies or equivalent achieved / FEES credentialed

Knowledge

- > Understanding of Work Health Safety principles and procedures
- > Understanding of Quality Management principles and procedures
- > Understanding of Delegated Safety Roles and Responsibilities
- > Awareness of National Safety and Quality Health Service Standards
- > A sound understanding of evidence-based principles of practice in adult communication and swallowing

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- > Willingness to undertake further study/research in the area of specialised acute adult disorders of swallowing or communication
- > Laryngectomy competencies or equivalent

Experience

- > Previous applied clinical research involvement
- > Experience in team leadership
- > Previous leadership, organisation, and administration, in a discrete clinical area
- > Proven experience in basic computing skills, including email and word processing

Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > Knowledge of statistical analysis methods
- > Knowledge of databases and ability to enter data

Educational/Vocational Qualifications

- > Postgraduate research/clinical qualification in speech pathology, or willingness to undertake further study within a relevant area

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 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.

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 facilitates 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.

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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](#)



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: