

## Statement of Duties

<b>Position Title:</b> Speech Pathologist	<b>Position Number:</b> Generic	<b>Effective Date:</b> August 2020
<b>Group:</b> Hospitals South		
<b>Section:</b> Speech Pathology Services	<b>Location:</b> South	
<b>Award:</b> Allied Health Professionals Public Sector Unions Wages Agreement	<b>Position Status:</b> Permanent/Fixed-Term	
	<b>Position Type:</b> Full Time/Part Time	
<b>Level:</b> 1-2	<b>Classification:</b> Allied Health Professional	
<b>Reports To:</b> Discipline Lead Speech Pathology Services		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

The Speech Pathologist assists patients/clients with communication and swallowing disorders to maximise their communication and nutritional outcomes, through:

- Assessment and diagnosis.
- Direct intervention.
- Providing education, advice and support to patients/clients, family members and relevant others, including treating teams.
- Behaving in a manner consistent with the Speech Pathology Australia Code of Conduct, the State Service Code of Conduct and in accordance with Organisation policies.

### Duties:

1. Assess, diagnose and treat clients with communication and swallowing disorders, providing relevant and timely written reports as required.
2. Maintain adequate documentation and statistical records in accordance with departmental policies and standards.
3. Be an active member of multidisciplinary teams to provide appropriate, effective and coordinated patient/client care.
4. Act as a resource for, and liaise with, referring service providers, team members and other stakeholders regarding individual patients/clients.
5. Maintain contemporary professional knowledge through continuing professional development activities, and actively participate in supervision and practice development activities as per service protocols.
6. Attend and positively contribute to speech pathology staff meetings, continuing education and service planning activities.
7. Participate in quality improvement and research activities.

8. Participate in the student program for speech pathology and work experience students.
9. Provide education to team members and relevant service providers regarding assessment, therapy, literature and resources relevant to speech pathology to support patient/client care.
10. 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.
11. 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 jobs at this classification level.

### **Scope of Work Performed:**

Under the direction of the Discipline Lead Speech Pathology Services, the Speech Pathologist is responsible for:

- Providing effective and efficient speech pathology services to allocated patients/clients and their families/carers through assessment, intervention, communication and education, using a range of service delivery methods as part of the Speech Pathology Service.
- Working independently with reference to the policies, procedures and guidelines of the Organisation and Speech Pathology Services and to liaise with senior staff regarding complex and/or novel clinical presentations.
- Participating in service development, professional development programs and research activities, and for taking a proactive approach in maintaining and improving professional knowledge and skills.
- Exercising reasonable care in the performance of duties consistent with relevant Work Health and Safety legislation.
- Receiving professional guidance from the Discipline Lead Speech Pathology Services and Senior Speech Pathologists.
- Complying with the code of professional conduct of Speech Pathology Australia and for working within departmental policies and procedures.
- Complying 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 practicing membership of Speech Pathology Australia.
- 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 Driver's Licence.

### **Selection Criteria:**

#### **Knowledge**

1. Knowledge of current speech pathology practice including assessment, therapy, literature and resources relevant to the caseload.
2. Understanding of the principles of client centred care, continuous quality improvement and evidence-based practice.
3. Ability to comply with Agency Work Health and Safety legislation, policies and procedures.

#### **Skills**

4. **Communication skills** – Individuals will demonstrate excellent verbal, non-verbal and written communication skills with the capability to communicate effectively, to share information, negotiate outcomes and to build and maintain positive relationships with a range of people including colleagues, clients, multidisciplinary team members and others.
5. **Conceptual and analytical skills** – Individuals will demonstrate capability to understand and analyse information from a range of sources and to make sound decisions based on evidence.
6. **Organisational skills** – Individuals can work in an organised, logical and reasoned way and can manage their time efficiently, prioritising tasks and effectively using tools such as Outlook to assist them.

#### **Personal qualities**

7. **Initiative** – Individuals will demonstrate capability to be adaptable and to respond and adjust easily and positively to change and are proactive and self-directed.
8. **Resilience** – Individuals will demonstrate capability to persevere to achieve goals even in the face of obstacles, to cope effectively with disappointments and setbacks and remain calm and in control under pressure.
9. **Lifelong learning** – Individuals will demonstrate intellectual curiosity and a love of learning and will actively engage in clinical supervision. They are passionate about their profession and inspired by new knowledge, actively seeking and creating opportunities for knowledge and skill development for themselves and others to provide the best possible service to clients.

## **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, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*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. The DoH and 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) within DoH and THS 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:* DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.