**POSITION DESCRIPTION**

**Position Title:** Speech Pathologist

**Department:** Speech Pathology

**Location:** War Memorial Hospital

**Uniting Purpose:** To inspire people, enliven communities & confront injustice

**Uniting Values:** Imaginative, respectful, compassionate, bold

**Classification:** Speech Pathologist – Level 1 / 2

**Vaccination risk category:** A

**Award:** Medically Supervised Injecting Centre **(**MSIC) and War Memorial

Hospital (Waverley) (WMH) Health Service Employees Agreement 2016

**Employment status:** Part-time, fixed term July - Dec 2021

**Hours:** 24 hours per week

**Position reports to:** Speech Pathology Head of Department

**Position Supervises:** Undergraduate speech pathology students, as per required

**Key relationships:** Speech pathology department, multidisciplinary team, catering team

**POSITION PURPOSE**

Plan, coordinate and deliver high quality speech pathology care to both inpatients and outpatients of the War Memorial Hospital consistent with South Eastern Sydney Local Health District (SESLHD), Uniting and NSW Health policies, procedures and standards.

The position forms an integral part of a small team of speech pathologists, who work within the wider multidisciplinary team. Direct professional supervision from more senior members may be required when performing novel and complex tasks. The position may also have responsibility for the supervision of university students in their clinical area.

The position involves participation in activities required to provide an effective and efficient speech pathology service. This includes activities such as attending team meetings, reporting of workload statistics, and participating in quality improvement initiatives.

**POSITION OBJECTIVES**

To plan, coordinate and deliver high quality speech pathology care to both inpatients and outpatients of the War Memorial Hospital consistent with South Eastern Sydney Local Health District (SESLHD), Uniting and NSW Ministry of Health policies, procedures and standards.

**KEY RESPONSIBILITIES**

**Financial management & awareness:**

* Demonstrates awareness of parameters of working within a budget and working within agreed resources.

**Operational processes:**

* Provision of high quality and client focused speech pathology services consistent with experience, skills and qualifications. Demonstrated core competency skills in dysphagia and communication disorder assessment, intervention and management.
* Ensure integrated service delivery and follow up, coordinating and communicating as required with other relevant internal and external providers, and ensuring compliance with relevant policies
* Work within own scope of professional competence in line with principles of best practice, professional conduct and clinical governance. Make decisions in relation to day-to-day operations and clinical care of patients/clients within scope of practice
* Escalate issues outside of policies and procedures and complex or unusual care requirements to the Speech Pathology Head of Department.
* Demonstrate the ability to plan and deliver care in an effective and resourceful manner within a model of person centered care
* Demonstrate the ability to plan, organise and manage time effectively, as well as prioritise issues management across a diverse range of issues and work demands flowing from a number of sources
* Utilise available resources to meet competing patient/client needs and expectations and managing high volume workloads while at the same time achieving positive outcomes
* Demonstrate flexibility and the ability to work effectively within a changing healthcare environment
* Demonstrate awareness of parameters of working within a budget and working within agreed resources
* Work safely and in accordance with Uniting WHS policies and procedures
* Maintain awareness of employee rights and responsibilities
* Participate and comply with all quality management systems and processes
* Demonstrated knowledge of and the ability to utilise information technology systems within a variety of applications (e.g. CHOC, eMR, Cerner, Outlook) and a commitment to undertake training in electronic health record systems as required.

**Client management & engagement (internal & external stakeholders):**

* Display effective communication and interpersonal skills to support the provision of high quality clinical care
* Actively engage in effective therapeutic and professional relationships with clients, carers, colleagues and other agencies
* Demonstrate a commitment to assuring high standards and strive for a client centered service
* Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders.

**People management & teamwork:**

* Create and maintain effective working relationships with other speech pathologists as well as consultants, medical staff and the multi-disciplinary team, including the ability to work effectively as a member of a multi-disciplinary team
* Demonstrates self-awareness of own strengths and areas for development
* Actively engage and participate in the company’s performance management framework and review processes

**KEY PERFORMANCE INDICATORS**

**Financial management & awareness:**

* Evidence of awareness of parameters of working within a budget and working within agreed resources.

**Operational processes:**

* Evidence of training in relation to clinical service provision and policies and procedures
* Reports and statistics submitted by designated deadlines
* All clinical events are documented in accordance with SESLHD, WMH & Uniting documentation standards
* Evidence of participation in in-services, staff education and research activities
* Evidence of Quality Improvement outcomes
* Evidence of activity data collation and reporting as per activity based funding requirements
* Awareness of parameters of working within a budget and working within agreed resources.

**Client management & engagement (internal & external stakeholders):**

* Display awareness and appreciation of the clients and the ability to empathise with and treat others with dignity and respect
* Manage the designated case load appropriately and with reference to relevant evidence base, policies, procedures and guidelines
* Display effective communication and interpersonal skills
* Attendance at team meetings, and relevant meetings and case conferences
* Monitor service attendance and discharge / transfer of care
* Evidence of advocacy for clients and carers with other service providers
* Information from client and carer stories are utilised
* Contribute to effective team dynamics and client and stakeholder relationships utilising high level communication and negotiation skills
* Provide general clinical advice to members of the multidisciplinary team, service managers and other stakeholders regarding service delivery and clinical service development
* Facilitate delivery of an effective, flexible, innovative and integrated speech pathology service
* Liaise with patients and their families, other health professionals, supervisors, students and researchers as required

**People management & teamwork:**

* Evidence that positive outcomes are shared and celebrated
* Client complaints and stories are used to remodel service delivery
* Evidence of engagement with MDT to critically reflect on and explore potential to improve practice
* Evidence of regular communication with staff, vision and mission statements for the program
* 100% up to date professional development plans and performance reviews
* Formally identified clinical supervisor for professional development

**Work Health Safety and Welfare Requirements:**

All staff are required to assist in creating and maintaining a safe and healthy work environment by working in a safe and healthy manner, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision.

* Incident rates monitored related to policy and procedure requirements or breaches
* Evidence of training in relation to clinical service provision and policies and procedures
* 100% compliance with mandatory training requirements
* Incident and complaint response and turnaround times are within requirements
* Escalation of issues identified in relation to resources and unit performance
* Evidence that complaint causes are used to remodel service delivery
* Evidence of Quality Improvement outcomes
* Risk assessments are undertaken and documented
* Reporting of incidents related to WHS, infection control and sterilisation issues
* Monitoring of locally agreed Key Performance indicators

**PROFESSIONAL SKILLS AND KNOWLEDGE**

**Skills & Experience:**

* Demonstrated experience providing inpatient and outpatient speech pathology rehabilitation services to the aged population
* Demonstrated knowledge of the diagnosis and management of progressive neurogenic communication disorders, including Parkinson Disease
* Experience providing therapy utilising a range of service delivery models, including provision of group therapy programs. Accreditation in Lee Silverman Voice Treatment program is preferable.
* Demonstrated effective written and verbal communication skills and time management skills, including ability to prioritise workloads and work both independently and within a clinical speech pathology team
* Experience and demonstrated skills working successfully as part of a multidisciplinary team
* Experience undertaking and completing quality improvement projects and evaluation of speech pathology management outcomes
* Experience providing education on areas of speech pathology to consumers, staff and outside agencies

**Qualifications:**

* Qualifications in accordance with the MSIC & WMH Health Professionals Agreement 2016 [i.e. Bachelor of Applied Science in Speech Pathology (or equivalent)] and eligibility for full practicing membership of Speech Pathology Australia

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| --- | --- | --- | --- |
| **Employee Name:** |  | **Managers Name:**  **Title** | Rachel Kingma  Speech Pathology Head of Department |
| **Date:** |  | **Date:** |  |
| **Signature:** |  | **Signature:** |  |



**JOB DEMANDS CHECKLIST**

Job Title: Speech Pathologist Service/Unit: War Memorial Hospital

Department: Speech Pathology Manager / Supervisor: Speech Pathology HOD

Assessor: Rachel Kingma Date of Assessment: June 2021

Date of Assessment review: June 2022

**Definitions:**

\* Denotes a critical requirement of the job

**Frequency**

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| --- | --- | --- | --- |
| **I** | Infrequent – intermittent activity exists for a short time on a very infrequent basis | **C** | Constant – activity exists for more than 2/3 of the time when performing the job |
| **O** | Occasional - activity exists up to 1/3 of the time when performing the job | **R** | Repetitive – activity involves repetitive movements |
| **F** | Frequent – activity exists between 1/3 and 2/3 of the time when performing the job | **N/A** | Not applicable – activity is not required to perform the job |

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| CRITICAL  \* | **PHYSICAL DEMANDS - DESCRIPTION** **(comment)** | | **FREQUENCY** | | | | | |
| **I** | **O** | **F** | **C** | **R** | **N/A** |
|  | Sitting Remaining in a seated position to perform tasks | |  |  | X |  |  |  |
|  | **Standing** Remaining standing without moving about to perform tasks | |  |  | X |  |  |  |
|  | Walking Floor type: even/uneven/slippery, indoors/outdoors, slopes | |  |  | X |  |  |  |
|  | **Running** Floor type: even/uneven/slippery, indoors/outdoors, slopes | |  |  |  |  |  | X |
|  | **Bend/ Lean Forward from Waist** Forward bending from the waist to perform tasks | |  | X |  |  |  |  |
|  | **Trunk Twisting** Turning from the waist while sitting or standing to perform tasks | |  | X |  |  |  |  |
|  | **Kneeling** Remaining in a kneeling posture to perform tasks | |  | X |  |  |  |  |
|  | Squatting/ Crouching Adopting a squatting or crouching posture to perform tasks | | X |  |  |  |  |  |
|  | **Crawling** Moving by crawling on knees & hands to perform tasks | |  |  |  |  |  | X |
|  | **Leg/ Foot Movement** Use of leg and or foot to operate machinery | |  | X |  |  |  |  |
|  | **Climbing (stairs/ladders)** Ascend/ descend stairs, ladders, steps, scaffolding | |  | X |  |  |  |  |
|  | Lifting/ Carrying | Light lifting & carrying – 0 – 9kg |  |  | X |  |  |  |
| Moderate lifting & carrying – 10 – 15kg | X |  |  |  |  |  |
| Heavy lifting & carrying – 16kg and above |  |  |  |  |  | X |
|  | Reaching Arms fully extended forward or raised above shoulder | |  | X |  |  |  |  |
|  | Pushing/ Pulling/ Restraining Using force to hold/restrain or move objects toward or away from body | |  | X |  |  |  |  |
|  | Head/ Neck Postures Holding head in a position other than neutral (facing forward) | |  |  | X |  |  |  |
|  | Hand & Arm Movements Repetitive movements of hands & arms | |  |  | X |  |  |  |
|  | Grasping/ Fine Manipulation Gripping, holding, clasping with fingers or hands | |  |  | X |  |  |  |
|  | Work at Heights Using ladders, footstools, scaffolding, or other objects to perform work | |  |  |  |  |  | X |
|  | Driving Operating any motor powered vehicle | |  | X |  |  |  |  |

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| CRITICAL  \* | **SENSORY DEMANDS - DESCRIPTION (comment)** | **FREQUENCY** | | | | | |
| **I** | **O** | **F** | **C** | **R** | **N/A** |
|  | Sight Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen |  |  |  | X |  |  |
|  | Hearing Use of hearing is an integral part of work performance e.g. telephone enquiries |  |  |  | X |  |  |
|  | Smell Use of smell is an integral part of work performance e.g. working with chemicals |  |  |  |  |  | X |
|  | Taste Use of taste is an integral part of work performance e.g. food preparation |  |  |  |  |  | X |
|  | Touch Use of touch is an integral part of work performance |  |  |  | X |  |  |

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| CRITICAL  \* | **PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment)**  Assisting 🡫 | **FREQUENCY** | | | | | |
| **I** | **O** | **F** | **C** | **R** | **N/A** |
|  | Distressed people e.g. emergency or grief situations |  | X |  |  |  |  |
|  | Aggressive & uncooperative people e.g. drug/alcohol, dementia, mental illness |  | X |  |  |  |  |
|  | Unpredictable people e.g. dementia, mental illness and head injuries |  | X |  |  |  |  |
|  | Restraining Involvement in physical containment of patients/clients |  |  |  |  |  | X |
|  | Exposure to distressing situations e.g. child abuse, viewing dead/mutilated bodies | X |  |  |  |  |  |

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| CRITICAL  \* | **ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)** | **FREQUENCY** | | | | | |
| **I** | **O** | **F** | **C** | **R** | **N/A** |
|  | Dust Exposure to atmospheric dust |  |  |  |  |  | X |
|  | Gases Working with explosive or flammable gases requiringprecautionary measures |  |  |  |  |  | X |
|  | Fumes Exposure to noxious or toxic fumes |  |  |  |  |  | X |
|  | Liquids Working with corrosive, toxic or poisonous liquids or chemicalsrequiring PPE |  |  |  |  |  | X |
|  | Hazardous substances e.g. dry chemicals, glues |  |  |  |  |  | X |
|  | Noise Environmental/background noise necessitates people to raise their voiceto be heard | X |  |  |  |  |  |
|  | Inadequate lighting Risk of trips, falls or eyestrain | X |  |  |  |  |  |
|  | Sunlight Risk of sunburn exists from spending more than 10 minutes per workday in sunlight |  |  |  |  |  | X |
|  | Extreme temperatures Environmental temperatures are < 15°C or > 35°C |  |  |  |  |  | X |
|  | Confined spaces Areas where only one egress (escape route) exists |  |  |  |  |  | X |
|  | Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, unevenground | X |  |  |  |  |  |
|  | Inadequate housekeeping Obstructions to walkways and work areas cause trips& falls | X |  |  |  |  |  |
|  | Working at heights Ladders/stepladders/ scaffolding are required to perform tasks |  |  |  |  |  | X |
|  | Biological hazards e.g. exposure to body fluids, bacteria, infectious diseases |  | X |  |  |  |  |

**Additional Position Requirements/Demands Summary:** From the checklist,outline the main requirements or demands of the job. This information will then be transferred to the Position Description. Anything that is frequent and above or identified as critical to the job should be included in the position description.

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**Signature of Manager**: …………………………………………………. **Date**: ……./……./20…….

□ I am able to fulfil the above requirements without modification.

□ I am unable to fulfil the above job requirements and need the following modifications:

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**Signature of Employee:** ………………………………………..…... **Date:** ……/……/20……….