

POSITION DESCRIPTION

POSITION TITLE	Speech Pathologist
DIRECTORATE	Community Programs
RESPONSIBLE TO	Chief Speech Pathologist
DIRECT REPORTS	Not Applicable
AWARD	Health Professional Services Award 2003
CLASSIFICATION	Grade 1 Speech Pathologist
EMPLOYMENT STATUS	Permanent Full Time
HOURS PER FORTNIGHT	80
DATE OF CREATION/AMENDMENT	October 2009
CREATED/AMENDED BY	Kerryn James

POSITION OBJECTIVE

To provide high quality Speech Pathology services to the inpatients, residents and community clients of Mt Alexander Hospital, with effective and efficient management of administrative and non-client related responsibilities.

RESPONSIBILITIES & PERFORMANCE INDICATORS

CLINICAL

Participation in all relevant client-related meetings (including ward round, family conferences, Community Rehabilitation Centre client review meetings).

Effective service provision to patients of Mt Alexander Hospital (as directed by the Chief Speech Pathologist) which may include:

- Inpatients of the Acute Care Unit
- Inpatients of the Connolly Rehabilitation Unit
- Community Rehabilitation Centre (CRC) clients (adult and paediatric)
- Residents of the Aged Care units

Formal and informal assessment of patients with speech, language, verbal-memory, cognitive, voice, hearing and swallowing disorders

Documentation of assessment results, treatment procedures and progress in medical/CRC file.

Communication of relevant client information to the referring party and other parties involved in the client's management.

Counsel clients and family members re: presenting communication/swallowing problems

Appropriate referrals and recommendations for further assessment/treatment or community support

Manage hearing aids and other communication aids

Client home visits where assessment or treatment in the home setting is necessary or appropriate

Participation in annual kindergarten speech and language screening program.

Provision of Speech Pathology service to off-campus/contracted services (as directed by the Chief Speech Pathologist), which may include:

- Macedon Ranges Health Service clients at Gisborne Community Health Centre
- Kyneton District Health Service
- Maldon Hospital
- St Mary's Primary School

ADMINISTRATIVE

Collation of statistics in relevant areas of service activity by last working day of week

Participation in all Speech Pathology Department meetings

Adherence to Speech Pathology Department policies and procedures.

Participation in relevant EQUIP and Quality Assurance activities

Advising Chief Speech Pathologist of problems relating to staff, clients or service provision, and be actively involved in the problem solving of the issue
Participation in Performance Appraisal process with Chief Speech Pathologist

EDUCATION AND PROFESSIONAL DEVELOPMENT

Participation in relevant continuing education programs and mandatory inservicing offered by Mt Alexander Hospital
Involvement in training of speech pathology students (under guidance from Chief Speech Pathologist)
Provision of inservice education for other staff members/service providers as requested or deemed necessary
Attendance at Region 3 (Loddon Campaspe) Speech Pathology meetings
Attendance at professionally relevant seminars and workshops as approved by the Chief Speech Pathologist and Director of Clinical and Community Programs

QUALIFICATIONS

Essential: Current drivers licence, current Working With Children Card, University degree in Speech Pathology (or equivalent), eligibility for membership to Speech Pathology Australia

KEY SELECTION CRITERIA

- Demonstrated ability to work with adult clients who have communication or swallowing problems
- Demonstrated ability to use videofluoroscopy as a tool for evaluating and managing dysphagia
- Demonstrated ability to work with families of young children who have communication difficulties resulting from articulation, language, voice or fluency disorders
- Knowledge of child development, behaviours and learning
- Demonstrated experience in delivering training and education to adults
- Demonstrated ability to communicate and work collaboratively within a multidisciplinary team
- Excellent written and verbal communication skills demonstrated through communication with clients/families, professionals and other stakeholders.

OCCUPATIONAL HEALTH & SAFETY

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of his or her own health and safety, to comply with Mt Alexander Hospital's Occupational Health and Safety policies and procedures and to participate in appropriate safety education and evaluation activities.

HOSPITAL POLICIES & PROCEDURES

It is every employee's responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All hospital-wide policies and procedures can be accessed on the Mt Alexander Hospital Intranet site.

RISK MANAGEMENT

Mt Alexander Hospital supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

PERFORMANCE MANAGEMENT

It is a condition of employment that employees participate in the Performance Management Planning and Review program on a regular basis.

QUALITY IMPROVEMENT

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

EMPLOYMENT PRINCIPLES

Mt Alexander Hospital is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights & Responsibilities Act 2006
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

VALUES & CONDUCT

Employees are required to comply with the values outlined in the State Services Authority Code of Conduct as it applies to Mt Alexander Hospital.

Responsiveness
<ul style="list-style-type: none"> • providing frank, impartial and timely advice to the Government • providing high quality services to the Victorian community • identifying and promoting best practice
Integrity
<ul style="list-style-type: none"> • being honest, open and transparent in their dealings • using powers responsibly • reporting improper conduct • avoiding real or apparent conflicts of interest • striving to earn and sustain public trust at the highest level
Impartiality
<ul style="list-style-type: none"> • making decisions and providing advice on merit without bias, caprice, favouritism or self-interest • acting fairly by objectively considering all relevant facts and applying fair criteria • implementing Government policies and programs equitably
Accountability
<ul style="list-style-type: none"> • working to clear objectives in a transparent manner • accepting responsibility for their decisions and actions • seeking to achieve best use of resources • submitting themselves to appropriate scrutiny
Respect
<ul style="list-style-type: none"> • treating others fairly and objectively • ensuring freedom from discrimination, harassment and bullying • using their views to improve outcomes on an ongoing basis
Leadership
<ul style="list-style-type: none"> • actively implementing, promoting and supporting these values
Human Rights
<ul style="list-style-type: none"> • making decisions and providing advice consistent with human rights • actively implementing, promoting and supporting human rights

ADDITIONAL REQUIREMENTS

- This position description is subject to review and amendment at any time, as appropriate and as approved by the relevant Director.
- To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.
- The successful applicant will be required to provide a current Police Records Check prior to commencement. A Working With Children Check may also be required for particular positions.

ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description

NAME (please print)			
SIGNATURE		DATE	

REPORTING MANAGER

Signed on behalf of Mt Alexander Hospital

NAME (please print)			
TITLE			
SIGNATURE		DATE	