

Position Description



Position Title: Speech Therapist	Division: Community Health											
Reports To: Community Health Manager	Direct Reports: Nil											
Primary Objective:												
<p>The clinician will provide a high standard of clinical services to eligible clients in the community (pre-dominantly pre-school age) and inpatients within Timboon and District Healthcare Service (TDHS) and other contracted services (i.e. other organisations). Quality client care will be provided through the application of competent clinical skills in assessment, planning, implementations or treatment, education and management.</p>												
Position Dimension & Decision Making Authority:		Key Communication Contacts:										
<p>Without referral to manager –</p> <ul style="list-style-type: none"> Clinical referral Clinical management within budget <p>After Consultation with manager or others –</p> <ul style="list-style-type: none"> Extension of service/s outside of budget Referrals outside of scope (i.e. children outside of pre-school age) Provision of in-house education Quality improvement activities Delivery of programs outside of agreed calendar of events <p>Referred to managers or others –</p> <ul style="list-style-type: none"> Capital Expenditure 		<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Community Health Manager</td> <td>Discussion/Daily</td> </tr> <tr> <td>Nurse Unit Manager</td> <td>Established need on ward/ Daily</td> </tr> <tr> <td>Allied Health Practitioners</td> <td>Case management/ As required</td> </tr> <tr> <td>External agencies</td> <td>Liaison patient care, service development as required</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Community Health Manager	Discussion/Daily	Nurse Unit Manager	Established need on ward/ Daily	Allied Health Practitioners	Case management/ As required	External agencies	Liaison patient care, service development as required
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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Clinical	<ul style="list-style-type: none"> • Provide best practice speech pathology intervention to clients that meet the guidelines of Speech Pathology Australia. • Provide timely assessment, treatment and review for all clients. • Complete care plans for all clients. • Actively engage with clients, general practitioners (GPs) and/or specialists for individualised client care. • Liaise with GP's, clinics and specialists in regards to communication and swallowing management. • Respond to clinical changes in client's conditions and initiate consultation with relevant medical/ nursing or multidisciplinary team when required. • Deliver clinical education to staff as required in consultation with the Nurse Unit Manager. • Promote speech pathology and participate in community education and development programs and activities. 	<ul style="list-style-type: none"> • Initial contact to be within 7 days • Initial assessments completed within 1 month • Care Plans developed by second appointment
2. Management	<ul style="list-style-type: none"> • Participate in supervision of graduates, junior employees, students, orientation programs, and preceptorship, mentoring and performance enhancement responsibilities. 	<ul style="list-style-type: none"> • Promote a supportive and learning environment. • Audit files to see if adherence is being followed by clinical notes.

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	<ul style="list-style-type: none"> • Knowledge of and adherence to TDHS' policies and procedures. • Assist with the formulation and implementation of policies and procedures and recommend changes, as necessary, to the Community Health Manager. • Actively participate in department, and interdepartmental meetings as requested or nominated. • Participate in committees to further develop clinical practice at TDHS. • Develop review policies and procedures relevant to Speech Pathology in conjunction with the Community Health Manager. • Ensure all programs and treatments are evidence based and contain health promotion and self-management. • Establish, maintain and fulfil a personal professional development plan. 	<ul style="list-style-type: none"> • Attendance documented at relevant meetings. • Policies and procedures for speech pathology are reviewed when required.
<p>3. Information Management</p>	<ul style="list-style-type: none"> • Utilise TDHS's IT systems to ensure accurate development and maintenance of clinical and non-clinical documentation in a timely manner • All documentation will be on organisation controlled templates where applicable and include your name, designation, time and date. • Regular monitoring of clinical and non-clinical documentation to ensure compliance with 	<ul style="list-style-type: none"> • Consumer related documentation is complete and accurate • Documentation complies with legal and regulatory bodies requirements • Maintains confidentiality and privacy at all times

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	applicable legal and regulatory bodies. Maintain consumer files according to the policies and procedures of TDHS.	
4. Teamwork	<ul style="list-style-type: none"> • Work as an effective team member. • Demonstrates effective communication with clients, carers, all members of the health team and other service staff. • Ensures, promotes and disperses positive attitude and information through T DHS. • Collaborates with the multidisciplinary team to provide effective and coordinated care. 	<ul style="list-style-type: none"> • Demonstrates active listening skills • Actively participates in discussions and contributes to decision making • Demonstrates a positive attitude and expectations from staff • Provides constructive feedback • Consults with key health professionals in delivering care to a diverse client population • Written communication is clear, concise and accurate • Involves client, family, significant others in client assessment management and discharge.
5. Organisational Infection Control and Quality Improvement Standards	<ul style="list-style-type: none"> • Ensure all practice is conducted in accordance with infection control policies, procedures and standards • Participate in relevant organisational quality accreditation processes • Participation in quality improvement activities • Complies with all TDHS mandatory training requirements 	<ul style="list-style-type: none"> • Adherence to infection control and quality standard legislative requirements at all times • Demonstrated participation in accreditation processes • Evidence of continuous improvement • Evidence of completion of all mandated training by annual date • Evidence of current Influenza Vaccine and willingness to obtain annually

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<p>6. Code of Conduct and Equal Opportunity</p>	<ul style="list-style-type: none"> • Develop and maintain sound knowledge of and commitment to TDHS policies and procedures • Ensure that you engage in behaviour that treats other staff fairly, equitably and not subject to any form of discrimination or harassment • Demonstrate and abide TDHS's Workplace Code of Conduct, including the core values: Accountable, Excellence, Respectful, Integrity and Compassion • Participate in promoting a safe working environment • Ensure an appropriate level of customer service is provided, demonstrating a friendly and supportive approach to our consumers 	<ul style="list-style-type: none"> • Aware of and promotes TDHS policies and procedures • Core values are reflected in decision making and everyday behaviour • Adherence to the TDHS Code of Conduct • Participation and compliance of all occupational health and safety policies and procedures (including emergency response) • Consumers are made to feel welcome and supported at all times
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Key Challenges:	Key Selection Criteria (Qualifications, Experience and Personal Attributes)
<ul style="list-style-type: none"> • Ensure appropriate reporting process and system is in place for regular reporting to Board of Management • Ensure appropriate reporting processes and systems are in place for regular reporting to Community Health Manager • Ensure community clients have access to program via appropriate transport arrangements • Attend regular meetings with Community Health Manager and Community Health team 	<ul style="list-style-type: none"> • Degree, Bachelor or Masters in Speech Pathology as recognised by Speech Pathology Australia • Be a practising member with Speech Pathology Australia • Current Victorian Driver's Licence • Experience as a Speech Pathologist managing a generalist caseload • Demonstrated ability to work independently, and to collaborate and work as part of a team • Demonstrated ability in the areas of communication and interpersonal skills both with colleagues and clients • Experience in the organisation of and/or participation in health promotion activities • Effective and efficient time management skills • A commitment to continuing professional development • Awareness of issues associated with working in a rural environment

I have read and understand the requirements and responsibilities of my Position Description.

Signed:

Name:

Date: / /