



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Speech Pathologist Grade 2</b>
<b>DIVISION/DEPARTMENT:</b>	Division of Community Health Service
<b>CLASSIFICATION:</b>	Speech Path GR 2 YR1-4 (VW1- VW4)
<b>INDUSTRIAL AGREEMENT:</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020 and subsequent agreements.
<b>RESPONSIBLE TO:</b>	Director – Community Health
<b>REPORTS TO:</b>	Allied Health Manager
<b>PRE-REQUISITES:</b> <b>Essential</b>	Bachelor of Speech Pathology Eligible for Full membership with the Speech Pathology Association of Australia Victorian Driver's Licence Current Working with Children's Check Current Police Check

### KEY SELECTION CRITERIA:

- Relevant Bachelor degree and Membership with the Speech Pathology Association of Australia.
- Experience in Community Health or other equivalent field;
- Proven ability to work effectively within a multi disciplinary environment;
- Experience with therapeutic, educative and support group work.
- Proven ability to work independently
- Proven ability to supervise students
- Proven ability to liaise with internal and external customers at all levels;
- Proven ability to prioritise workloads and meet demanding work deadlines; and
- Proven ability to maintain a high level of confidentiality
- Demonstrated well-developed communication and interpersonal skills.

### OUR PURPOSE:

The purpose of Benalla Health is to facilitate a healthy and resilient community through the provision of integrated, lifelong healthcare services.

## **OUR VALUES:**

Compassion, Empathy, Accountability, Respect and Excellence.

## **POSITION SUMMARY**

Working as part of a multidisciplinary Allied Health team, this position is responsible for providing high quality speech pathology care to patients / clients referred to the service, caseload comprises in the main pre-school aged children and adults with acquired communication disorders;

## **RESPONSIBILITIES**

- Identifying client needs and service priorities;
- Planning, implementing and evaluating screening programs to detect communication disorders;
- In conjunction with the Community Health Service Team - assisting in planning, implementing and evaluating health promotion / illness prevention activities relevant to Speech Pathology Practice;
- Coordination of speech pathology care provided to patients / clients according to assessed needs;
- Counselling patients / clients and providing appropriate health education;
- Participation in health promotion activities aimed at raising community and staff awareness about communication and swallowing disorders;
- Continually evaluates care delivery, incorporating the results of personal research or the research findings of others in the delivery of care;
- Contributing to patient care by accepting appropriate referrals and providing communication assessment and treatment of clients. Consulting with other members of the health care/education team where necessary;
- Maintaining accurate and concise case management records for patients / clients;
- Contributing to a creative, productive and safe environment for patients, clients, visitors and staff by demonstrating knowledge / attending training in / applying the documented policies and procedures relating to: the provision of speech pathology care; internal and external emergencies; infection control; occupational health and safety and safe work practice.
- Participates in: the supervision and instruction of students and the in-service instruction of other health care staff when appropriate;
- Contributing to the development of services by critically assessing new developments and research based change in speech pathology - where appropriate assists in the design, implementation and evaluation of new procedures, processes, methods and supplies / equipment, participating in meetings and projects where appropriate. This includes participation as required in quality and accreditation related activities;
- Complies in with the relevant Commonwealth / State legislative and non-legislative standards governing the profession, including those prescribed by the Speech Pathology Association of Australia.

## **OUTCOMES:**

### **Professional / Ethical Practice**

Actions and interventions are accurate and safe and demonstrate due regard for the theoretical concepts and principles underlying practice, by the speech pathologist being able to:-

- state the rationale for treatment actions / programs;
- state the legal implications of actions;
- demonstrate actions achieving duty of care;

- avoid unsafe practices;
- act to maintain patient / client rights (including information privacy);
- practice in a demonstrably ethical manner and take personal professional responsibility for acts and omissions.

### **Reflective Practice**

Own abilities and level of professional competence are recognised, by the speech pathologist:-

- acting up to the limits but not beyond own abilities and qualifications;
- Consulting / clarifying health care with more experienced speech pathologists and /or more appropriate health care staff where necessary.

The professional development of self and others is enhanced, by the speech pathologist:-

- using appropriate standards to assess the performance of self and others;
- identifying where professional growth can occur;
- participating in continuing education as both a learner and as a teacher;
- consistently acting in ways which have a positive effect on colleagues;
- actively participating in research or quality programs.

### **Enabling**

A physical and psychosocial environment is maintained, which promotes safety, security and optimal health, by the speech pathologist:-

- consistently and accurately identifying situations of risk and responding appropriately;
- providing for the comfort of individuals;
- Establishing, maintaining and terminating caring and therapeutic relationships appropriately.

The dignity of patients / clients is enhanced and ensured so that patients / clients are able to make informed decisions regarding their care, by the speech pathologist:-

- involving them as active participants in the process of care;
- respecting their values, customs and spiritual beliefs;
- providing relevant, accurate and current information and consultation concerning care.

Relevant information is communicated and documented effectively, by the speech pathologist:-

- using appropriate techniques and channels of communication;
- recording patient / client / other relevant information which is comprehensive, logical, legible, clear and concise in accordance with the policies and procedures of the organisation and profession.

The care of individuals or groups is managed effectively and efficiently, by the speech pathologist:-

- organising workload and establishing appropriate priorities to deliver care which is safe and achieves desired patient / client outcomes within planned timelines;
- delegating or liaising appropriately with due regard to the level of competence and/or clinical speciality of other health professionals;
- Communicating to others information necessary to ensure patient / client safety and continuity of care;
- responding effectively in unexpected or rapidly changing situations, in consultation with the Senior Therapist.

## **Problem Framing and Solving**

Comprehensive and accurate assessments of patients / clients are carried out, by the speech pathologist:-

- using appropriate assessment tools effectively;
- using appropriate and effective interaction, observation and measurement skills;
- analysing data and identifying findings / suitable health outcomes appropriately.

A plan of care is developed and documented in consultation with patients / clients, by the speech pathologist:-

- taking into account the therapeutic regimes of other members of the health care team;
- identifying and prioritising needs / desired health outcomes appropriately;
- delivering safe and effective outcomes within the identified timeframe (as per criteria for evaluation identified at the commencement of planning);
- planning for discharge in an appropriate, comprehensive and timely way.

Planned care is implemented, evaluated and assessed by the speech pathologist:-

- monitoring the achievement / non-achievement of identified safe, effective outcomes;
- amending interventions and goals appropriately and in a timely manner as circumstances change;
- monitoring that patients / clients can demonstrate appropriate knowledge / understanding / skills which should permit them to maintain and promote their own health and wellbeing.

## **Teamwork**

There is collaboration with the health care team, by the speech pathologist:-

- demonstrating clear understanding and recognition of the roles of members of the health care team in the delivery of care;
- establishing and maintaining constructive and collaborative relationships;
- including other health care providers in patient / client care planning;
- contributing where required to ensure decisions made are appropriate and safe and planned outcomes are achieved.

## **KEY INTERACTIONS**

- Community Health.
- Nursing Staff:- Achievement of position accountabilities & outcomes.
- Medical Staff:- Provision of care to patients / clients.
- Teaching staff:- Provision of care to clients.

## **SAFETY MANAGEMENT SYSTEMS**

In accordance with the current Victorian OH&S legislation and infection control standards, each employee has the responsibility to take reasonable care of their own health and safety by:

- Adhering to Benalla Health's OH&S policies and procedures
- Reporting hazards and injuries
- Participate in OH&S consultation and OHS training
- Cooperate with managers and supervisors to ensure that OH&S responsibilities are met by all
- Not wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk.
- Each Employee is responsible for ensuring that they are fit to perform their duties without risk to the safety, health and well-being of themselves and others within the workplace. This responsibility includes compliance with reasonable measures put in

place by the Employer and any related occupational health and safety requirements.

Each employee has the responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.

Please refer to Benalla Health's Occupational Health & Safety Responsibilities Guideline.

### **QUALITY & RISK**

Benalla Health is accredited by an independent Accreditation Agency. All staff are required to actively participate in quality improvement activities.

### **POLICY & PROCEDURES**

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

### **CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than in the performance of duties for which the person is employed. The employee is bound by the Information Privacy Act 2000, Aged Care Act 1997 and the Health Records Act 2001.

### **MANDATORY ORGANISATIONAL COMPETENCIES**

In accordance with current legislative requirements, all employees have a responsibility to ensure they successfully complete the following competencies as prescribed (on commencement, annually, every two years or as otherwise stated):

- Attend orientation on commencement
- Emergency Response and Fire Extinguisher Training (both theory and practical sessions)
- Manual Handling
- Human Rights, Equal Opportunity Prevention of Workplace Bullying and Managing Diversity in-service.
- Hand Hygiene Training.
- Reporting Elder Abuse.
- Person & Family Centred Care

Refer to the organisations mandatory training policy for full details.

### **CONSUMER ENGAGEMENT**

Benalla Health employees are responsible for meaningful consumer participation so that consumers, carers and community members are active participants in the planning, improvement and evaluation of health services.

This will be demonstrated by:

- New staff attending staff induction forum where the value of partnering with consumers/carers and community members is discussed.
- Evidence that consumers and their significant others are involved in the development of their own care plans and
- Completion of annual competencies that includes the importance of partnering with consumers/carers and community members.

**PREVENTION AND RESPONSE TO FAMILY VIOLENCE**

It is a basic human right to be respected as an individual. Benalla Health supports this fundamental right through advocacy for the prevention and awareness raising of family violence. Benalla Health is committed to the elimination of Violence.

Each employee at BH will be expected to demonstrate their commitment by:

- Gaining knowledge and the ability to implement a brief intervention to identify and respond to family violence, underpinned by principles of sensitive practice.
- Actively participate in education and events supporting ‘the prevention and response to family violence in our organisation and the community.
- Positively contribute to workplace safety and moral.
- Be able to confidently address issues that arise regarding Family Violence for clients and colleagues.

**PERFORMANCE REVIEW & DEVELOPMENT**

A performance review & development plan will be carried out three months post appointment and thereafter at least once a year. The position description will form the basis for the review. If performance does not meet expectations or additional staff development/guidance is required, performance reviews will be carried out more frequently. The employee can request additional performance reviews at any time in writing.

*This document provides a summary of the role and duties of the position and forms the basis for periodic review of departmental and individual performance.*

*As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation’s Policies and Procedures.*

<b>EMPLOYEE’S NAME:</b>	_____
<b>EMPLOYEE’S SIGNATURE:</b>	_____
<b>DATE:</b>	...../...../.....

<b>MANAGER’S NAME:</b>	_____
<b>MANAGER’S SIGNATURE:</b>	_____
<b>DATE:</b>	...../...../.....

**CREATED** June 2010  
**REVISED** April 2018

# Benalla Health

*Aligning behaviours to our Values and Code of Conduct*

Compassion

Empathy

Accountability

Respect

Excellence

## *In our team we ...*

<p>are kind to each other</p> <p>are forgiving</p> <p>respect personal space</p> <p>seek clarity where there is uncertainty</p> <p>maintain confidentiality for those in our care and those we work with</p> <p>encourage and support each other to discuss issues</p> <p>ensure open consultation and two-way communication</p> <p>use eye contact and our tone of voice to demonstrate we are actively listening to the others perspectives</p> <p>we see the person as being separate from any unacceptable behaviour</p>	<p>ask others 'how can we help'</p> <p>act to include each other</p> <p>seek to understand the facts</p> <p>will support those who admit errors</p> <p>pull together especially in tough times</p> <p>have patience for those who are learning</p> <p>are safe to question and be inquisitive</p> <p>report incidents and mistakes recognising we work in a 'just' culture</p> <p>promote a culture of continuous improvement</p> <p>summarise what we have heard to demonstrate our understanding</p> <p>have fun</p>	<p>are honest and reliable</p> <p>do what we say we will do</p> <p>are honest with each other</p> <p>call below the line behaviour</p> <p>reflect on our own behaviour</p> <p>acknowledge problems and seek and/or offer a solution</p> <p>have the courage to speak up and use our voice</p> <p>will comply with reasonable directives</p> <p>follow policies and procedures including rostering rules</p>	<p>acknowledge the views, opinions, beliefs and ideas of others</p> <p>say thank you</p> <p>manage each other up</p> <p>encourage robust discussion</p> <p>smile and greet each other</p> <p>acknowledge people from culturally diverse backgrounds</p> <p>turn up on time</p> <p>apologise when we have hurt others and/or have been below the line in our behaviour</p> <p>model and demonstrate polite behaviour</p> <p>use AIDET when we communicate</p> <p>follow our organisation's dress code and dress appropriately</p>	<p>have a 'can do' attitude</p> <p>work hard</p> <p>choose our attitude</p> <p>encourage innovation</p> <p>lead by positive example</p> <p>work as a team</p> <p>acknowledge when we are wrong</p> <p>encourage each other to be the best we can be and celebrate each other's achievements</p>
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## *In our team we do not ...*

<p>accept negative comments about others efforts</p> <p>withhold or deliberately make information inaccessible</p> <p>use or threaten to use violence - even in jest</p>	<p>say this is the way we have always done it</p> <p>judge a book by its cover</p> <p>tolerate angry, aggressive behaviour</p> <p>negatively criticise and judge another's performance</p> <p>actively avoid the reporting of events, incidents or issues</p> <p>actively or passively resist change</p> <p>misrepresent or selectively interpret facts</p>	<p>waste time</p> <p>turn a blind eye to poor practice</p> <p>expect other people to clean up our mess</p> <p>openly complain to everyone else except the most appropriate person who could fix the problem or issue</p>	<p>participate in, contribute to or encourage the rumor mill and gossip</p> <p>dismiss other people's opinions and contributions or put down their ideas</p> <p>manage each other down</p> <p>tolerate sexist behaviour or language</p> <p>use unprofessional or inflammatory language such as swearing</p> <p>raise our voices in patient care areas</p> <p>see ourselves as being more important than someone else</p> <p>respond with negative body language such as rolling eyes, huffing/puffing, negative tone of voice, crossing arms or shrugging shoulders</p> <p>talk down and be condescending to others</p>	<p>watch the clock</p> <p>ignore call bells or ringing phones regardless of who is allocated what duties</p> <p>blame others for our actions</p> <p>put our personal likes or dislikes above the needs of the team and our professional responsibility</p>
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*Our standard is what we choose to walk past ...*