Role Title: Clinical Speech Pathologist

Classification Code: AHP2

Position Number: M40768

LHN/ HN/ SAAS/ DHA: Central Adelaide Local Health Network (LHN)

Site/Directorate: Hampstead Rehabilitation Centre (HRC) – Central Adelaide Rehabilitation Services (CARS)

Division: Allied Health Directorate

Department/Section / Unit/ Ward: Speech Pathology

Role reports to: Director, Audiology and Speech Pathology, CALHN

Role Created/ Reviewed Date: July 2017 (Review)

Criminal History Clearance Requirements:
- Aged (NPC)
- Child- Prescribed (DCSI)
- Vulnerable (NPC)
- General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

The Speech Pathologist is an experienced and competent clinician who delivers quality services to patients, and provides clinical/professional support of less experienced speech pathologists working within CALHN.

The Speech Pathologist is able to work at a high level of independence to provide inpatient and outpatient communication and swallowing services to a rehabilitation caseload resulting in quality care and improved outcomes for patients.

The Speech Pathologist is developing more knowledge and skills in the assessment and management of complex care needs.

The Speech Pathologist is accountable to the Senior Manager, Speech Pathology, and Director Audiology and Speech Pathology, CALHN, for the provision of Speech Pathology services which result in improved care and outcomes for the patients of Central Adelaide Rehabilitation Services, in particular Hampstead Rehabilitation Centre, and which contribute to efficient, effective multi-disciplinary patient management and continuity of care.

Direct Reports:

- The Speech Pathologist may provide clinical support and supervision to entry level speech pathologists and Allied Health Assistants.
- The Speech Pathologist may provide clinical education, observations and placements to entry level undergraduate and post graduate speech pathology students.
**Key Relationships/ Interactions:**

**Internal**
Reporting to the Senior Manager, Speech Pathology, and Director, Audiology and Speech Pathology, the incumbent is one of a team of speech pathologists and speech pathology assistants providing speech pathology services to patients admitted to Hampstead Rehabilitation Centre (HRC) – General Rehabilitation. The incumbent collaborates and consults with colleagues, educates and provides clinical supervision to less experienced members of the Speech Pathology Department. As a member of a multi-disciplinary team, it is expected the incumbent will liaise with other Allied Health, Medical and Nursing staff at all levels within HRC, CARS and CALHN, and provide advice and education on patient matters.

**External**
The incumbent liaises with and collaborates with other rehabilitation, community and residential care services regarding patient care and clinical education.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Balancing a busy workload requiring prioritising of caseload
- Ensuring collaborative working relationships between speech pathology and other care providers to support multi-disciplinary service integration.
- Maintaining knowledge of and networks with other rehabilitation and community based services to facilitate continuity of patient care

**Delegations:**

**Delegated Level**  NA

**Staff supervised:**  Direct 0  Indirect 0

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Performance Development**

The incumbent will be required to participate in the organisation’s Performance Review & Development Program which will include a regular review of the incumbent’s performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.
<table>
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<th>General Requirements:</th>
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<td>Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:</td>
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<tr>
<td>• Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.</td>
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<td>• Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.</td>
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<td>• Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014.</td>
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<td>• Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).</td>
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<td>• Children’s Protection Act 1993 (Cth) – ‘Notification of Abuse or Neglect’.</td>
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<td>• Disability Discrimination.</td>
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<td>• Code of Fair Information Practice.</td>
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<td>• Relevant Australian Standards.</td>
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<td>• Duty to maintain confidentiality.</td>
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<td>• Smoke Free Workplace.</td>
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<td>• To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.</td>
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<td>• Applying the principles of the South Australian Government’s Risk Management Policy to work as appropriate.</td>
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<th>Handling of Official Information:</th>
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<td>By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.</td>
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<tr>
<td>SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.</td>
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<td>SA Health employees will not misuse information gained in their official capacity.</td>
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<td>SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.</td>
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<th>White Ribbon:</th>
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<td>SA Health has a position of zero tolerance towards men’s violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.</td>
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Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children’s Protection Act* (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for ‘Prescribed Positions’ under the *Children’s Protection Act 1993* (Cth) or ‘Approved Aged Care Provider Positions’ as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007* (Cth).
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
## Key Result Area and Responsibilities

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<tr>
<th>Key Result Areas</th>
<th>Major Responsibilities</th>
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| **Provides high quality Speech Pathology care**                                  | • Independently provides accurate assessment, diagnosis and treatment of a complex adult rehabilitation case load with swallowing and communication disorders, by using standardised and informal assessment tools.  
  • Interprets assessment findings to form an accurate diagnosis, and the development and implementation of individually designed specific treatment programs.  
  • Records information concerning the assessment, diagnosis and treatment of patients in patient medical record by writing concise, complete entries on each occasion of service in line with CALHN/CARS policy.  
  • Provides appropriate clinical handover to multi-disciplinary team members and ongoing services to which patients are referred.  
  • Attends ward rounds and clinical meetings consulting and discussing aspects of patient care with other team members.  
  • Advises other professionals and relatives about assessment findings and management programs and directs them in the implementation of management techniques by counselling, discussion, educating and training personnel in specific techniques to be followed.  
  • Implements and reports on research, quality assurance and special projects in the area of clinical expertise  
  • Actively participates in the development and implementation of upgraded or new programmes, techniques and technology for improved service delivery  |
| **Ensures the continuing development of clinical and professional skills**        | • Operates under limited day to day supervision and proactively utilises a broad range of clinical and professional support processes.  
  • Actively participates in mandatory training and appropriate training and development to maintain currency of clinical knowledge and conforms to the standards and ethics of Speech Pathology Australia.  
  • Actively participates in reflective practice and in the Network’s/Service’s professional development and review process to develop skills and knowledge.  
  • Assists in the educational program of the department through the preparation and presentation of lectures to peers, other Allied health medical and nursing staff and students  
  • Contributes to clinical education of student speech pathologists.  
  • Assists with the implementation of research projects within the department or hospital.  |
| **Contributes to the development of high quality Speech Pathology service for the general department caseload** | • Manages and prioritises personal workload, and assists in workload allocations and rostering.  
  • Evaluates and refines assessment and treatment methods  
  • Works collaboratively with other team members to achieve goals.  
  • Provides formal and informal clinical support and supervision for AHP 1 Speech Pathologists and Allied Health Assistants to monitor and guide the standard of the Speech Pathology services for the Department caseload.  
  • Implements outcome measures appropriate to the client population to evaluate efficacy of intervention programs.  
  • Contributes to departmental administration through active participation in department or team meetings and planning and evaluation activities.  
  • Completes data input in an accurate and timely manner and  |
| Ensure that continuous quality improvement programs and activities are conducted by: | contributes to the review and evaluation of data produced by the statistics system.  
  • Contributes to the ongoing evaluation and review of the department services performance standards including key performance indicators and outcomes to comply with accreditation standards and improve service provision.  
  • Contributes to procedural or resource reviews and in the development of resources and new information.  
  • Contributes to education to staff and students, including those from other disciplines, for example providing observations, in-services, Grand Rounds, lectures etc.  
 | Ensure a safe working environment at all times by: | Assists in the identification, establishment and review of corporate and departmental performance standards and outcomes which are linked to the organisations strategic and corporate directions and targets  
  • Contributes to procedural reviews and projects that promote and improve the service provided by the Department.  
 | • Maintains effective work practices.  
  • Adopts procedures and practices which comply with the Work Health & Safety Act.  
  • Makes proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position) and infection control procedures.  
  • Takes reasonable care to protect the health and safety of self and others.  
  • Attends mandatory safety training programs. |
Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications
Bachelor or Masters of Speech Pathology degree, or the equivalent entry level qualification leading to eligibility for full membership of Speech Pathology Australia.

Personal Abilities/Aptitudes/Skills:
- Demonstrated ability to communicate effectively (both verbally and written), negotiate and manage conflict with clients, family/carers, staff and relevant others.
- Experience in formulating individual management plans and co-ordinating comprehensive service provision and discharge planning for clients who have on-going and complex rehabilitation needs.
- Demonstrated ability to work positively and co-operatively within an intra- and multi-disciplinary team to achieve client goals.
- Proven organisational skills to manage time and other resources effectively and efficiently, prioritise caseload, meet deadlines, problem solve and delegate appropriately.
- Proven ability to work collaboratively with clients, families/carers, staff, other agencies and community services.
- Demonstrated commitment to improve clinical and professional knowledge and skills.
- Ability to provide clinical support to other speech pathologists and speech pathology students

Experience
- Demonstrated competency in the assessment and management of dysphagia.
- Demonstrated competency in the assessment and management of acquired communication disorders.
- Experience in working as part of a multi-disciplinary health care team
- Ability to implement quality improvement practices

Knowledge
- Understanding of infection control procedures in the rehabilitation environment.
- Knowledge of Work Health & Safety policies and procedures and their application in the workplace.
- Knowledge of the Code of Ethics for Public Sector Employees and Speech Pathology Australia Code of Ethics.
- Understanding of continuous quality improvement processes

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications
- Participation in Speech Pathology Australia Professional Self-Regulation program or evidence of meeting the professional development requirements of the Certified Practising Speech Pathologist program.

Personal Abilities/Aptitudes/Skills:
- Demonstrated commitment to excellence and innovation in work practices including knowledge of emerging trends in assessment and rehabilitation.
- Demonstrated flexibility and the ability to adapt to changing service provision needs of the Department.
- Demonstrated commitment to developing leadership skills especially in regard to implementing quality activities and contributing to service development, audits and research.

Experience
- Previous experience in health services in an adult multi-disciplinary setting.
- Experience in the Clinical Education of Speech Pathology students.
- Demonstrated ability to collect and utilise service statistics.

Knowledge
- Current ethical and practise issues when working with patients with life limiting illnesses
Organisational Context

Organisational Overview:
Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:
SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women’s and Children’s Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:
The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian’s have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:
Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services. Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret’s Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

Health Network/ Division/ Department:
Speech pathology services provide client-centered assessment and management of swallowing and communication difficulties across acute inpatient/outpatient, inpatient rehabilitation, home and community settings. The goal is to achieve functional outcomes for clients, in order to optimise safety, independence and quality of life. CALHN speech pathology services are available through Royal Adelaide Hospital (RAH), The Queen Elizabeth Hospital (TQEH), Hampstead Rehabilitation Centre (HRC), Rehabilitation in the Home (RITH), Day Rehabilitation Services (DRS), Statewide Services - SA Brain Injury Rehabilitation Service and SA Spinal Cord Injury Service. Outreach services are provided to Mental Health, Mary Potter Hospice and SA Prison Service.
**Values**

**Central Adelaide Local Health Network Values**

Our shared values confirm our common mission by promoting an organisational climate where the patient’s needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

**Patient Centred:** Our patients are the reason we are here and we will provide the best service to our patients and customers

**Team Work:** We value each other and work as a team to provide the best care for our patients

**Respect:** We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services

**Professionalism:** We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

**Code of Ethics**

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

**Approvals**

**Role Description Approval**

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

**Role Acceptance**

**Incumbent Acceptance**

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**