

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Grade 2 Speech Pathologist – Acute inpatients</b>
<b>Award Classification:</b>	<b>Grade 2 Speech Pathologist</b>
<b>Award / Agreement Name:</b>	<b>Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026</b>
<b>Position Reports to:</b>	<b>Professionally: Director of Speech Pathology Operationally: Allied Health Manager – Specialty Medicine</b>

## EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



## **1. POSITION PURPOSE**

The grade 2 speech pathologist is responsible for the provision of high quality, patient centred assessment and therapy services for the Acute caseload requiring special knowledge and depth of experience. Collaborating with the patient, family and the inter-professional team to establish goals and maximise patient outcomes is expected. The provision of highly skilled supervision and mentoring of junior staff and students is an integral part of the role. The grade 2 speech pathologist is able to work independently and is expected to initiate and participate in teaching, training, research and quality activities. The grade 2 speech pathologist will also be able to represent their discipline as requested by their Manager.

The role will require staff to be flexible to meet the changing operational demands and staff will be required to travel and work across various Eastern Health campuses and/or programs when requested.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

### **2.1 Clinical Skills**

Demonstrate high level clinical skills within the area of responsibility.

#### **Indicators**

- Model a patient-centred approach with patients and carers.
- Complete complex assessments using a range of assessment tools/frameworks according to departmental and professional standards.
- Develop and implement a complex treatment/intervention plan based on clinical assessment, current evidence and the patient's goals.
- Is an effective multidisciplinary/healthcare team member contributing to the discharge plan of patients.
- Complete all documentation in a timely and accurate manner in accordance with the departmental and organisational standards.
- Demonstrate and foster good understanding of professional values and ethics in clinical work.

### **2.2 Communication**

Demonstrate and model effective written, verbal and non-verbal communication skills with others.

#### **Indicators**

- Demonstrate effective communication skills with the multi/interdisciplinary team in both formal and informal settings.
- Demonstrate effective communication with patients/clients, carers and community agencies.
- Demonstrate clarity in written skills across a broad range of reports and written documents.
- Document clear treatment goals and management plans in the patient Medical Record.
- Demonstrate knowledge of resources available for appropriate negotiation and conflict resolution.
- Demonstrate effective communication in providing formal and informal feedback to junior staff and students.

### **2.3 Organisational Skills**

Demonstrate and foster sound organisational skills.

#### **Indicators**

- Demonstrate punctuality and timeliness.
- Able to manage own time and prioritise competing demands to ensure completion of clinical and non-clinical work.
- Has detailed knowledge of, and is able to access resources internally and externally to achieve positive outcomes.
- Able to respond to referrals in agreed timelines as stated in departmental guidelines.
- Participate actively in departmental meetings and others as required.
- Ensure statistical information is recorded in a timely manner.

- Be responsible for maintenance of departmental resources and equipment.

## **2.4 Organisational Knowledge / Development**

To possess a clear understanding of the factors affecting healthcare and apply this knowledge to activities and projects which deliver improved services and health outcomes.

### **Indicators:**

- Demonstrate a clear understanding of the public health system and the role / responsibility of Eastern Health within this system.
- Demonstrate a clear understanding of the current trends in the speech pathology profession and how these influence our work.
- Demonstrate a clear understanding of the Allied Health Quality & Business Plan.
- Demonstrate a clear understanding of Accreditation Standards and processes.
- Identify and implement quality initiatives, participate in and, where appropriate lead multidisciplinary / departmental quality activities and undertake other relevant projects as instructed.
- Demonstrate sound knowledge of discipline specific policies and procedures, and, where appropriate and directed, develop or review these policies and procedures.
- Consistently apply Eastern Health policies and clinical procedures/guidelines in their practice.

## **2.5 Professional Development and Supervision**

To have a commitment to and responsibility for individual professional development.

### **Indicators:**

- Attend, actively participate and present in relevant internal and external professional development activities.
- Actively participate in and lead staff meetings and in-services.
- Model a strong commitment to professional development, ensure currency of clinical knowledge and actively integrate new learning into clinical practice.
- Support a learning culture within the professional department.
- Consider opportunities for, and participate in, evaluation of clinical practice.
- Participate in formal supervision &/or actively seek supervision when needed, as per professional department guidelines.
- Provide supervision for junior staff and allied health assistants, as required by the manager
- Participate in the Performance Review process.

## **2.6 Teaching & Research**

Involvement in teaching, training and research programs.

### **Indicators**

- Demonstrate ability to initiate, implement and evaluate quality projects, and participate in research with support where appropriate.
- Contribute to the evaluation and development of the undergraduate student program in consultation with the student co-ordinator.
- Supervision of students and others as delegated by senior staff.
- Development and evaluation of the teaching process, education programs and educational material.
- Demonstrate a willingness to be a mentor.
- Take on a teaching role to internal and external customers as required.
- Knowledge of research, new developments and evidence-based practice in discipline specific and related areas.

## **2.7 Professional Leadership**

Represents Allied Health or individual discipline.

### **Indicators**

- Willingness to take a leadership role in the department as required.

- Display strong representation of Allied Health and/ or individual discipline as part of working parties, committees and internal and external meetings and forums.
- Recognise and support and be involved in changes in work processes.
- Act as a role model for staff within Allied Health and individual discipline.

### **3. SAFE PRACTICE AND ENVIRONMENT**

#### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

### **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

### **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

### **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate

discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## 8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## 10. ATTACHMENTS

Attachment 1              Key Selection Criteria

## 11. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

INCUMBENT STATEMENT

I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

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#### Essential

##### Key Selection Criteria

- Eligibility for practising membership of Speech Pathology Australia
- Current driver's license and access to vehicle
- Relevant experience in assessment, treatment and management of communication and swallowing disorders in acute (inpatient) caseloads.
- Demonstrated ability to set relevant rehabilitation goals with your clients
- Strong, effective interpersonal skills, including communication and conflict management, in order to facilitate team functioning.
- Competence in the administration, interpretation and reporting of videofluoroscopic swallowing studies.
- Demonstrated commitment to maintaining and applying up to date clinical knowledge through professional development and literature review.

#### Desirable

- Experience in the supervision of staff and/or students.
- Experience in the assessment and management of patients presenting with tracheostomy.

#### Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)