

Eastern Health

POSITION DESCRIPTION

Position Title:	Speech Pathologist - Victorian Paediatric Rehabilitation Service
Award Classification:	Speech Pathologist Grade 2
Award / Agreement Name:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Position Reports to:	Professionally: Director of Speech Pathology Operationally : Deputy Director, Allied Health (Women and Children)

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. *'Being part of Eastern Health is being part of a welcoming team of healthcare experts'* is achieved through Eastern Health's strategic goal of HEALTHIER TOGETHER.



1. POSITION PURPOSE

This position will provide evidence based clinical Speech Pathology practices within the Victorian Paediatric Rehabilitation Service - Eastern Health (VPRS). The Grade 2 clinician is expected to have a demonstrated experience, knowledge and skill in the area of paediatric rehabilitation for patients presenting with communication and swallowing disorders.

The provision of supervision and mentoring of 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

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

2.1 Clinical Skills

Demonstrate high level clinical skills within the area of paediatric rehabilitation across the age range of 0-18 years who present with communication and swallowing difficulties.

Indicators

- Models a strengths-based, client-centred and family-centred approach in interactions with clients and family/carers.
- Conducts client assessment and intervention independently and in a team as required, incorporating a range of assessment tools/frameworks and remedial, compensatory, educational and preventative strategies, to achieve optimal evidence-based client care.
- Provides comprehensive interdisciplinary discharge planning to facilitate a safe, efficient and effective transition from the community rehabilitation setting to the most appropriate discharge destination.
- Supports families navigating through Access and Planning with NDIS
- Develops treatment goals and plans intervention in conjunction with the client, family and other multi-disciplinary team members.
- Carries out treatment plans over intensive blocks or long term as required
- Educates clients and family/carers regarding functional and ongoing care needs.
- Provides prompt liaison, referral and support to health and funding services when required.
- Documents in the client's medical history in accordance with Clinical Documentation Standard
- Prioritises clinical and administrative workloads for self,
- Maintains an up-to-date knowledge of clinical developments and research findings within area of clinical practice and partakes in EH Speech Pathology annual credentialing and scope of practice requirements.
- Engages in an ethical and professional manner with clients, family/carers and staff members at all times
- Undertakes other duties as directed by the Deputy Director, Allied Health (Women and children, VPRS, ECASA), Manager/Director of Speech Pathology and VPRS Regional Coordinator

2.2 Communication

Demonstrate and model effective written, verbal and non-verbal communication skills with clients, family/carers and other professionals.

Indicators

- Establishes effective working relationships (both formal and informal) with the Victorian Paediatric Rehabilitation team, Speech Pathology Department, relevant nursing, medical and allied health staff, Eastern Health service providers and community-based services.
- Promotes best practice teamwork principles and actively contributes to the VPRS team.
- Demonstrates knowledge of resources available for appropriate negotiation, mediation and conflict resolution.
- Effectively manages difficult and challenging behaviours.
- Accurate and consistent interpretation and reporting as well as effective feedback to family and/or other team members on the outcome of client assessment and recommendations regarding on-going care needs.
- Actively participates in multidisciplinary team meetings and team decision-making, ensuring effective communication and dissemination of information.
- Actively participates in departmental staff meetings.
- Works in partnership with colleagues in other units to ensure an integrated approach to service delivery throughout Eastern Health.
- Consults effectively up and down the line of accountability.
- Demonstrates effective communication in providing formal and informal feedback to students
- Demonstrates clarity in written skills.
- Completes written reports and documentation to a consistently high and thorough level, from a strengths-based perspective.
- Fosters a culture of openness, respect, accountability and professionalism in the workplace.
- Promotes a friendly and cooperative work environment.
- Demonstrates cultural sensitivity with clients, carers, staff and the community.

2.3 Organisational Skills

Demonstrate and foster sound organisational skills.

Indicators;

- Demonstrates punctuality and timeliness.
- Ensures effective use of time and physical resources.
- Responds to referrals/requests in agreed timelines, in accordance with departmental protocols.
- Maintains appropriate clinical versus non-clinical ratios, and ensures agreed performance targets are met.
- Able to organise daily tasks and prioritise competing demands to ensure completion of clinical work.
- Completes assessment and therapy tasks within appropriate timeframes for the individual and as agreed amongst the team.
- Coordinates within team to ensure team approach for families.
- Possesses detailed knowledge of internal/external resources, and is able to access same to achieve positive outcomes.
- Completes administrative functions, including statistical collection and activity reporting, in an accurate and timely manner.
- Assumes responsibility for maintaining treatment and work spaces and aids/equipment items in safe working condition, as per Eastern Health policies and procedures.

2.4 Organisational Knowledge / Development

To possess a clear understanding of the social/political/economic 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 and Victorian Paediatric Rehabilitation Service within this system.

- Demonstrate a clear understanding of the Victorian Paediatric Rehabilitation Service Model of Care
- Demonstrate a clear understanding of National Safety and Quality Health Service Standards
- 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

Displays a commitment to and responsibility for individual professional development.

Indicators;

- Supports a culture of learning within VPRS.
- Develops and maintains currency of knowledge through ongoing participation and presentation at professional development, quality and/or research forums.
- Assumes responsibility for own learning needs and the development of personal learning goals.
- Integrates new learning within clinical practice.
- Considers opportunities for and participates in the evaluation of the VPRS - EH Speech Pathology Service, and updates/improves services based on customer feedback, data analysis and available evidence.
- Participates in regular professional supervision with allocated supervisor, in accordance with departmental protocols.
- Responds appropriately to constructive feedback from Regional coordinator regarding work performance, and utilises supervision to reflect upon and explore alternative approaches to practice.
- Complies with Speech Pathology CPD requirements
- Participates in the performance review process (Achieve)

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 advance professional growth of others through mentoring if required
- 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 service as required.
- Display strong representation of Victorian Paediatric Rehabilitation Service 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 VPRS and individual discipline.

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

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 Compensations (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.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQA+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply. For more information, please [click here](#).

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
- Attachment 2 Key Result Areas /Key Performance Indicators
- **Attachment 3 Eastern Health department specialty information**

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.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to 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

- Recognised tertiary qualification in Speech Pathology
- Eligibility for practising membership of Speech Pathology Australia
- Current driver's licence and access to vehicle
- Clinical experience in the management of babies, children or adolescents with communication disorders and swallowing disorders
- Clinical experience in the rehabilitation of babies, children or adolescents with acquired brain injury
- Effective interpersonal skills, including communication and conflict management,
- Demonstrated ability to work autonomously as well as part of a team
- Commitment to multidisciplinary teamwork
- Demonstrated capacity to demonstrate collaboration and leadership
- Strong organisational and time management skills
- Experience in supervision of students
- High level communication skills, both written and oral
- Demonstrated ability to introduce innovative practice and show initiative
- Commitment to improving own practice and undertaking quality and research activities
- Demonstrated understanding and application of professional code of conduct

Desirable

- Previous experience in rehabilitation, including home and centre based service provision
- Experience in community programs utilising a family centered approach
- Videofluoroscopy of swallowing in paediatrics experience

- Experience in the supervision of staff and/or students

ATTACHMENT 2

Key Result Areas /Key Performance Indicators

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- Minimum of three contacts per day
- Maintain accurate Harrison Scheduler diary (stats) on a daily basis
- Plan and document speech therapy client goals, in association with the client and the interdisciplinary team, by the first team meeting following the patient admission to the program
- Complete discharge and admission documentation as necessary
- Minimum of 16 hours Professional Development per annum
- Demonstration of expected professional behaviours
- Comply with VPRS competencies
- Assessment, goal setting, rehabilitation and discharge planning for clients admitted to the program in a manner that is client centred, time and resource efficient and evidence based.
- Participate and promote professional development activities in the Victorian Paediatric Rehabilitation Service - Eastern Health.
- Participate, promote and lead quality improvement activities and projects within the Victorian Paediatric Rehabilitation Service - Eastern Health.
- Commitment to the dissemination of new procedures, information and clinical practice amongst the wider paediatric Speech Pathology team and the VPRS multi-disciplinary team.
- To share the responsibility of updating and maintaining service information and resources.
- To participate and promote linkages with internal and external Eastern Health Stakeholders.
- Punctual attendance and active participation in client review and team meetings.
- Supervision and assessment of Speech Pathology students as required.
- Providing formal and informal education regarding Speech Pathology in Victorian Paediatric Rehabilitation Service - Eastern Health and local communities as requested.
- Willingly to accept additional duties as delegated by the Senior Clinicians, Team Leaders and/or Manager.
- Compliance with all Eastern Health policies and procedures, including required online learning
- Leading and developing group programs where appropriate.
- Maintain excellent documentation standards in line with Eastern Health Clinical Documentation Standard
- Ensure accurate recording of service specific data
- Meet key performance clinical targets as set by the Manager.

ATTACHMENT 3

Eastern Health department/ Specialty Information

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Local Work Environment

- The Victorian Paediatric Rehabilitation Service (VPRS) is a specialist service specifically catering for babies, children and adolescents with complex rehabilitation needs as a result of injury, medical/surgical intervention, or functional impairment. The program of developmentally appropriate, time-limited, goal focussed multidisciplinary rehabilitation is aimed at functional maximisation. The Service will utilise a child- and adolescent-specific interdisciplinary care model according to best practice and will assist in delivering hospital, community- and home-based services. The Service has a key role in providing specialist follow-up and ensuring transition to adult-based services where required.
- The service is located at the Angliss Hospital in Upper Ferntree Gully
- Strong links are held with the Victorian Paediatric Rehabilitation Services at other sites across Victoria. This will include meeting with the wider VPRS Speech pathology community online and face to face