



North Metropolitan Health Service
Job Description Form

HSS REGISTERED OCTOBER 2018

Speech Pathologist

Health Salaried Officers Agreement: Level P1

Position Number: 001031

Speech Pathology Department

Sir Charles Gairdner Hospital / North Metropolitan Health Service

Reporting Relationships

Director Allied Health

HSO Level G11

Position Number: 008147



Head of Department: Speech Pathology

HSO Level P4

Position Number: 001030



This Position



Also reporting to this supervisor:

- P2 – 6.4FTE
- P1 – 3.9FTE
- G3 - 1.0FTE

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

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Prime Function / Key Responsibilities

Assess patients, diagnose problems and plan optimum speech pathology programs. Provide appropriate treatment and instruction to allocated caseload.

Brief Summary of Duties (in order of importance)

1. Assess patient, diagnose problem and plan optimum speech pathology programmes.
2. Provide appropriate treatment and instruction to allocated caseload of patients.
3. Attend case management meetings and liaise with medical, nursing and allied health staff in case management matters.
4. Advise carers in relation to management of patients.
5. Maintain patient records, including assessment, progress, review and discharge reports and maintain assessment and treatment statistics and related documentation.
6. Develop and deliver in-service training to speech pathologists and other professionals.
7. Participate in quality improvement activities.
8. Participate in the supervision and assessment of undergraduate students.
9. Provide professional support and assistance to other staff.
10. Participate in approved research.
11. Undertake continuing professional development.

12. NMHS Governance, Safety and Quality Requirements

- 12.1 Participates in the maintenance of a safe work environment.
- 12.2 Participates in an annual performance development review.
- 12.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 12.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 12.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 12.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

13. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Tertiary qualification in Speech Pathology and eligible for full membership of Speech Pathology Australia (SPA).
2. Ability to assess and manage patients with communication and swallowing problems.
3. Ability to function effectively as a member of a multi-disciplinary team.
4. Ability to schedule own time and activities.
5. Commitment to continuing professional development.
6. Knowledge of research principles and methodology.
7. Knowledge of quality improvement principles and methodology.

Desirable Selection Criteria

1. Possession or progression towards relevant postgraduate qualification(s).
2. Previous experience in speech pathology.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of eligibility for or current full membership of Speech Pathology Australia (SPA) must be provided prior to commencement.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.
- Will be required to work regular designated hours, public holidays and/or overtime as rostered.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name: Geraldine Harris

Signature/HE:46609

Date:

Dept./Division Head

Name:Kim Brookes

Signature/HE:455692

Date:

Position Occupant

Name:

Signature/HE:

Date: