



North Metropolitan Health Service
Job Description Form

HSS REGISTERED OCTOBER 2018

Senior Speech Pathologist

Health Salaried Officers Agreement: Level P2

Position Number: Various

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

Plans and implements the speech pathology services in specialty areas. Assesses and manages routine and complex cases in allocated departmental caseload. Supervises and provides professional support and direction to junior staff. Provides education to other health professionals. Monitors and ensures compliance with established clinical practice policy.

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Brief Summary of Duties (in order of importance)

1. Prioritise and allocate caseload in area of specialty. Monitor and ensure compliance with established administrative policy and procedures.
2. Supervise and provide professional support and direction to junior staff. Monitor and ensure compliance with established clinical practice policy.
3. Assess, devise and carry out optimum intervention programmes for routine and complex cases in allocated caseload.
4. Attend case management meetings and liaise and act as a consultant with medical nursing and allied health staff in routine and complex case management matters.
5. Maintain patient records, including preparation of assessment, progress, review and discharge reports and maintain statistics and related documentation.
6. Initiate, implement, monitor and participate in quality improvement activities in area of specialty.
7. Assist Speech Pathology Head of Department with the formulation of departmental objectives and policies related to specialty.
8. Research and evaluate current speech pathology practices and develop new therapy modes and techniques. Initiate, lead and participate in approved research.
9. Undertake continuing professional development.
10. Coordinate in-service training for speech pathology staff in area of specialty and assist in the training of nursing staff in the management of relevant cases. Maintain relevant/scientific literature.
11. Coordinate undergraduate and post-graduate clinical practice education activities in area of specialty. Supervise and assess students.

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. Extensive relevant clinical and organisational experience and demonstrated clinical and organisational competence in specialty areas.
3. Experience in the development and delivery of in-service training for health professionals.
4. Ability to facilitate clinical practice education for undergraduates and postgraduates.
5. Ability to function effectively as a member of a multi-disciplinary team.
6. Demonstrated conflict resolution and negotiation skills.
7. Experience in the application of quality improvement principles and methodologies and in management of quality improvement activities.
8. Knowledge of the application of research principles and methodologies.
9. Demonstrated commitment to continuing professional development with completion or progress toward a relevant post-graduate qualification in a clinical/administrative area or substantial participation in continuing education or independent study.

Desirable Selection Criteria

1. Clinical research experience.
2. 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.

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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: