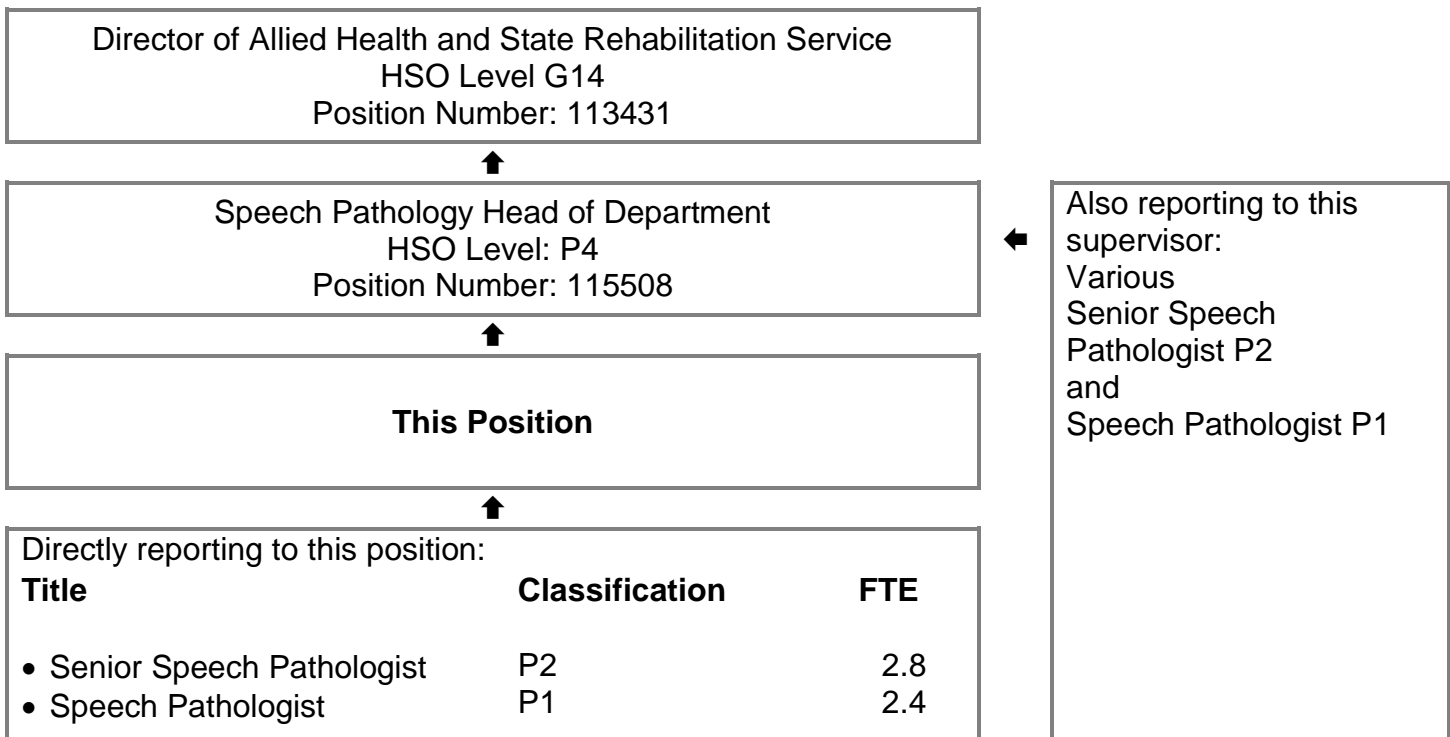




**HSS REGISTERED**

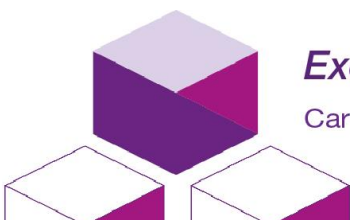
**Coordinator Speech Pathology**  
**Health Salaried Officers Agreement; HSO Level P3**  
**Position Number: 115660**  
**Specialty: Various**  
**Service 6, Speech Pathology Department**  
**Fiona Stanley Fremantle Hospital Group (FSFHG) / South Metropolitan Health Service**

**Reporting Relationships**



**Key Responsibilities**

Undertakes professional practice as a Senior Speech Pathologist in accordance to the Speech Pathology Australia Code of Ethics, the Speech Pathology Australia Scope of Practice, the FSFHG Allied Health Credentialing Policy and Procedure and SMHS policies and guidelines. As part of an interdisciplinary team, provides high quality advanced Speech Pathology services using extensive knowledge and specialist practice skills, to a diverse and complex caseload. Provides a specialised level of Speech Pathology advice to other senior medical, nursing and allied health staff at FH and FSH in management of patients with complex communication and swallowing problems in geriatric medicine and subacute care including inpatient and outpatient rehabilitation. Manages staff within the relevant specialty/service areas, including planned / unplanned leave, performance development and management. Supports the Head of Department by undertaking operational and strategic management and clinical service planning and delivery for Fremantle Hospital Speech Pathology services and the State Rehabilitation Services. Drives clinical research and service development in relevant clinical areas.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties (in order of importance)

### 1. Clinical Services Management and Clinical Care

- 1.1. Plans and coordinates caseload management strategies across all relevant specialty areas and allocates caseloads within Fremantle Hospital.
- 1.2. Manages planning, coordination, delivery and evaluation of Speech Pathology services and associated clinical standards for Fremantle Hospital.
- 1.3. Participates in the strategic business workforce planning and strategic directions that impact on the provision of Speech Pathology services at Fremantle Hospital.
- 1.4. Manages planned and unplanned leave.
- 1.5. Responsible for recruitment, selection training and performance management of Speech Pathology staff at Fremantle Hospital in collaboration with Head of Department.
- 1.6. Coordinates Speech Pathology service delivery, triaging and caseload management in area of responsibility.
- 1.7. Delivers evidence based assessments, treatments and recommendations using specialist speech pathology practice skills, across relevant specialty areas.
- 1.8. Works independently and acts as an expert clinical consultant across specialty areas, particularly relating to complex cases, for speech pathologists and other health professionals at FSH and SMHS in other clinical specialties.
- 1.9. Coordinates and conducts complex swallowing assessment and management across the speciality areas.
- 1.10. Liaises with all other senior medical, nursing and allied health team members and negotiates as required to optimise patient care and service delivery.
- 1.11. Coordinates and participates in relevant clinical and management meetings, ward rounds and clinics.
- 1.12. Maintains, monitor and co-ordinate individual patient records and statistics for an allocated caseload, within hospital and service guidelines.

### 2. Teaching, Training & Research

- 2.1. Provides leadership and a specialised level of clinical expertise in the development of education and training programs in the clinical specialty area speech pathology to allied health, nursing and medical staff as directed by the Allied Health Education Director, and/or Head of Department Speech Pathology.
- 2.2. Responsible for ensuring the development, coordination and implementation of education and training programs for Speech Pathology staff within specialty areas and across Fremantle Hospital.
- 2.3. Coordinates student clinical practice placements and supervise and instruct undergraduate and postgraduate students in approved clinical competency and teaching programmes in specialty areas.
- 2.4. Provides leadership and clinical supervision and skill development of Speech Pathology staff across relevant specialty areas.
- 2.5. Assists in the orientation and development of staff in relation to area of responsibility.
- 2.6. Research, evaluate, monitor and promote the use of contemporary clinical practice within relevant areas of Speech Pathology, in alignment with the priorities set by the FSFHG Allied Health Research Director and Head of Department, Speech Pathology.

### 3. Quality, Safety and Performance Innovation

- 3.1. Undertakes ongoing professional development in specialty areas.
- 3.2. Initiates, leads and participates in quality activities to improve service delivery and patient outcomes, including implementing and monitoring the use of specific clinical indicators and and maintenance of the accreditation requirements for the Speech Pathology service at Fremantle Hospital in conjunction with the Head of Department Speech Pathology.
- 3.3. Scan internal and external environments to identify opportunities for service improvement in Speech Pathology and negotiate priorities with the Head of Department.

## **Co-ordinator Speech Pathology | HSO Level P3 | 115660**

- 3.4. Develop, review and/or evaluate policies, protocols and procedures relating to the specialty area of Speech Pathology services in consultation with the Head of Department.
- 3.5. Undertakes supervision, professional development and regular performance evaluation of Speech Pathology staff in relevant specialty/service area.
- 3.6. Allocates staff and duties according to assessed service needs and priorities within relevant specialty/ service.

### **4. SMHS Governance, Safety and Quality Requirements**

- 4.1. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3. Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5. Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### **5. 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. Demonstrated extensive relevant Speech Pathology clinical and leadership experience within the specialty areas of geriatric and adult rehabilitation and subacute care or other relevant specialty area.
3. Demonstrated high level communication skills including working within complex team structures and ability to effectively negotiate, influence and maintain cooperative working relationships to enhance patient outcomes.
4. Demonstrated high level skills in analytical thinking, innovative problem solving and self management.
5. Proven ability to manage a team of people and demonstrated extensive experience in clinically supervising, mentoring and supporting staff and students relevant to clinical specialty areas.
6. Demonstrated extensive experience in driving clinical research, applying evidence based practice and quality improvement principles to patient management using speech pathology knowledge.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Completion or progress towards a relevant postgraduate qualification/advanced training.
2. Expertise in instrumental swallowing assessment including Videofluoroscopy and/or Flexible Endoscopic Evaluation of Swallowing (FEES).

### Appointment Prerequisites

Appointment is subject to:

- Evidence of eligibility or current full membership of the Speech Pathology Australia (SPA) must be provided prior to commencement.
- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

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

<u>Lisa Majteles</u>	<u>He74324</u>
Manager / Supervisor Name	Signature or HE Number
<u>Lisa Majteles</u>	<u>He74324</u>
Dept. / Division Head Name	Signature or HE Number
	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

<u>Occupant Name</u>	<u>Signature</u>	<u>or</u>	<u>HE Number</u>	<u>Date</u>
<u>Effective Date</u>				

HSS Registration Details (to be completed by HSS)

Created on \_\_\_\_\_ Last Updated on May 2020