
POSITION TITLE:	Speech Pathologist
RESPONSIBLE TO:	Director Primary and Community Services
DEPARTMENT:	Community Services
AWARD:	Health Professionals
CLASSIFICATION:	Depending on Experience
REPORTS TO:	Director Primary and Community Services
CONTRACT:	As per employment contract

POSITION STATEMENT

To provide Speech Pathology services to the community with a particular focus on children with developmental delay, and to help achieve the organisational aims of ORH for a healthy community and the aims of the ORH Early Years Team for supporting families to create an environment for the optimum development of their children.

RESPONSIBILITIES AND KEY PERFORMANCE INDICATORS (Outcomes)

Clinical

- To deliver the Speech Pathology service according to established service and work plans and performance measures
- To provide a Speech Pathology service to the local community and outreach as required
- To provide a Speech Pathology service to adults with complex communication needs including to the Orbost Regional Health Nursing Home, Hostel, Hospital and Adult Day Activity Service
- To work with the Early Years Team provide an early childhood intervention ECEI service
- To provide an outpatient service to adults with speech, swallowing and/or communication impairments
- To host regular paediatric groups with a focus on social skills, early language or preschool language
- The Speech Therapist is accountable for their billable time to ensure that the service continues to operate efficiently. In line with most funded programs, Orbost Regional Health allows 80% of employed times for service delivery. Performance targets are based on the providing 1307 hours of billable service per annum pro rata which takes into account public holidays, annual leave, sick and other leave, professional development and supervision applicable to that period.

Organisational

- To act as the sole Speech Pathologist within a trans-disciplinary team

- To participate as part of the Community Support Team and attend relevant team and work planning meetings
- To liaise closely with other community and health services
- To participate in transition management from acute hospital to community and from early childhood intervention to school
- Undertake regular supervision as agreed in performance planning agreement
- To be involved in the EQuIP accreditation program as it relates to the Speech Pathology program
- Other duties as required

QUALIFICATIONS

Tertiary qualification in Speech Pathology

Eligibility for membership with the Speech Pathology Australia

KNOWLEDGE, SKILLS and ATTRIBUTES

- Strong computer skills including data entry
- Ability to utilise a range of client data software programs
- Excellent active listening and communication skills

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HUMAN RESOURCES

- Employees must comply with and demonstrate the Organisational Behavioural Values
Respect, Integrity, Compassion, Excellence, Community
- All employees of Orbest Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
- Participate in the annual review and planning process, completing an annual performance review which is in line with the strategic objectives of Orbest Regional Health
- During the annual performance review discussion review the annual information updates as listed in attachment 2.
- All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
- On an annual basis complete mandatory training as per attachment 1.
- ORH promotes the safety and wellbeing of all children and particularly those from culturally and/or linguistically diverse backgrounds. Working with children checks are required for staff who work with children under 16, and understanding of implementation of safe practices with children including mandatory reporting of child abuse is a requirement of ongoing employment.

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ADMINISTRATION

- Be conversant with Orbest Regional Health policies and procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system
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OCCUPATIONAL HEALTH AND SAFETY

- Ensure that work practices are carried out in accordance to the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.
- Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
- Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.
- Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.

QUALITY AND SAFETY

- Demonstrate a commitment to the delivery of quality services.
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Ensure all Multi Purpose Service activities are in accordance with the
 - National Safety and Quality Health Service Standards (organisation wide)
 - Community Care Common Standards (Home and Community Care)
 - Department of Human Services Standards (Disability and Homelessness Support)
 - Royal Australian College of General Practitioners Standards (Medical Clinic);
 - Diagnostic Imaging Standards (Radiology).
- Actively participate in the Orbest Regional Health quality program and accreditation processes against the above standards.
- Are confidently able to complete a RiskmanQ quality activity.
- Be able to identify risks and follow the Orbest Regional Health Risk Management Policy and procedure.
- Have processes to monitor and evaluate the performance of the services provided by the work area.
- Be aware of Orbest Regional Health's approach to quality and safety that includes: Risk management, Clinical governance, Patient centred care and Consumer rights and responsibilities, Diversity, Workplace Health, Safety & Wellbeing, Performance reporting and Monitoring, Partnering with Consumers, Quality Improvement and Open Disclosure. Refer Staff Guides located in Prompt.

AUTHORITY AND CONDITIONS

- All employees of Orbest Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.

- All employees of Orbst Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level N/A under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

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(Employee Name)

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Director Primary & Community Services

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Signature

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Signature

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Date

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Date

Orbst Regional Health reserves the right to review and amend this document at its discretion.

KEY SELECTION CRITERIA

Essential Criteria

- Tertiary qualification in Speech Pathology
- Eligibility for membership of Speech Pathology Australia as a registered practitioner.
- Excellent knowledge of early childhood speech and language development and evidenced based treatment options for a range of speech pathology diagnoses
- Ability to work independently and be self- motivated
- Able to develop and implement consumer led shared team care plans with colleagues in the Allied health and Early Years team
- Current Police Check, WWC or Working with Aged as relevant
- Drivers Licence

Desirable Criteria

- Ability to drive to remote settings
- Experience running preschool or early language/social skills therapeutic groups
- Experience working with individuals with complex communication needs and supporting the use of Augmentative and Alternative Communication (AAC)
- Ability to understand accreditation criteria and identify and implement quality activities and risk management strategies

Orbost Regional Position Description - Attachment 1
Organisation wide – Mandatory Training

Focus area	Frequency	Classification	Staff	Training Type	Committee Responsible
Emergency Response	Orientation & Annual	Mandatory	All ORH Staff	Online training	Emergency Preparedness & Resilience
Manual Handling	Orientation & Annual	Mandatory	All ORH Staff	Online training	OH&S
No Lift	Orientation & Annual	Mandatory	Nursing Staff	Online training and practical assessment	OH&S
Hand Hygiene	Orientation & Annual	Mandatory	All ORH Staff	Online training	Infection Control
Basic Life Support	Orientation & Annual	Mandatory	All Nursing Staff Medical Staff	Self-directed learning package- clinical skills practical assessment	Clinical Standards
Medication Administration General Adult & IV competency	Orientation & Annual	Mandatory	All Nursing staff (including medication endorsed ENs).	Online training	Clinical standards
Falls Prevention	Orientation & Annual	Mandatory	All nursing staff	Online training	Clinical Standards
Neonatal Resuscitation	Orientation & Annual	Mandatory	All Midwives	Online training	Clinical Standards
Advanced Life Support	Orientation & Annual	Mandatory	All ALS responders – grade 5/ ANUMs	Self-directed learning package- clinical skills practical assessment	Clinical Standards
Triage	Orientation & Annual	Mandatory	Grade 5 / ANUM	Online Training	Clinical Standards
Blood Safe	Orientation & Annual	Mandatory	All Nursing Staff	Online Training	Clinical Standards
Aseptic Technique	Orientation & Annual	Mandatory	All Nursing & Medical Staff	Online Training	Infection Control
Bullying and Harassment	Orientation & Annual	Mandatory	All ORH Staff	Online Training	People and Culture
Risk Management	Orientation & Annual	Mandatory	Managers	Online Training	OH&S
Occupational Violence	Orientation & Annual	Mandatory	All ORH Staff	Online Training	OH&S
OHS	Orientation & Annual	Mandatory	All ORH Staff	Online Training	OH&S
Cybersecurity training for health services	Orientation & Annual	Mandatory	All ORH Staff	Online Training	MPS Managers

Orbost Regional Health Position Description – Attachment 2
Organisation wide – Orientation & Annual Information Update

Focus area	Frequency	Classification	Staff	Training Type
Occupational Health & Safety	Orientation & Annual	Info Update	All ORH Staff	Manager Discussion
People & culture	Orientation & Annual	Info Update	All ORH Staff	Workshop
Diversity	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Clinical Governance	Orientation & annual	Info Update	All ORH staff	Manager Discussion
Resource Management	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Risk Management	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Quality Improvement	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Partnering with Consumers	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Performance Reporting and Monitoring	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Patient Rights & Responsibilities	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Emergency management & Business Continuity	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Review & Planning Process	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Environmental sustainability	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion