POSITION DESCRIPTION – Alfred Health / The Alfred / Caulfield Hospital / Sandringham Hospital

DATE REVISED: 17.5.17

POSITION: Speech Pathologist ENT & Trauma

AWARD/AGREEMENT: Health Professionals

CLASSIFICATION TITLE: Grade 3 Speech Pathologist

DEPARTMENT/UNIT: Speech Pathology

CLINICAL PROGRAM: Surgical Services

DIVISION: Nursing and Allied Health

ACCOUNTABLE TO: Speech Pathology Manager, Acute Services

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the standard we work to everyday. Through research and education we raise the bar for tomorrow
- We work together. We play vital roles in a team that achieves extraordinary results
- Our leadership shares ideas and demonstrates behaviours that inspire others to follow
DEPARTMENT

The Speech Pathology Department & Service is coordinated across Alfred Health including The Alfred, Caulfield Hospital and Sandringham Hospital. At The Alfred a Speech Pathology service is provided to inpatients on all units and outpatients as referred through medical clinics.

POSITION SUMMARY

The overall objectives of the position are to:

- To provide high quality assessment and management of patients within The Alfred hospital primarily in the area of ENT and trauma management.
- To provide leadership and to enhance the clinical and professional skills of Speech Pathology staff and students, and to engender excellence in the Speech Pathology Service.
- To assist in and promote the overall functioning of the Speech Pathology Department by participating in necessary administrative and management tasks.
- To contribute to and coordinate ongoing quality improvement activities

KEY RESPONSIBILITIES

1. Service delivery

The responsibilities of the senior clinician in ENT/Trauma are:

- To coordinate and provide speech pathology assessment and management of inpatients undergoing Head & Neck surgery – in particular, laryngectomy, oro-facial surgery, tracheostomy, pharyngeal or oropharyngeal surgery and associated radiotherapy/oncology.
- To provide specialist pre-operative and post-operative counselling for patients/carers undergoing ENT procedures and/or radiotherapy/oncology.
- To provide voice management for ENT inpatients and outpatients with functional/pathological voice disorders.
- To conduct appropriate dysphagia assessments including videofluoroscopy and participation in FEES.
- To provide immediate documentation (assessment/progress reports) for referring sources within the hospital and to external agencies as required (inpatient/outpatient).
- To provide assessment and management of communication and swallowing for trauma, radiotherapy/oncology patients.
- To conduct group/individual therapy for treatment groups (e.g. laryngectomee, voice) as required to meet work volume requirements.
- To provide appropriate referrals/reports to community based and other acute hospital Speech Pathologists to facilitate ongoing optimal management/support/quality of life.
- To assist in provision of appropriate aids and prostheses for patients.
- To refer clients for SWEP or Veterans Affairs assistance for the purchase of aids/appliances as appropriate.
- Referral of clients/carers to appropriate community based support groups, e.g. New Voice Association, to facilitate re-integration into the wider community.
- To conduct formal/informal liaisons with other professionals involved in individual patient care.
- To attend/report to team meetings, ENT, Voice, Radiotherapy clinics as required.
- To develop clinical tools, protocols, initiatives, quality activities to improve patient care and to measure outcomes of intervention.
- Provision of high quality supervision to Speech Pathology staff.
- Provision of student education – Speech Pathology

2. Improving Performance

The senior clinician is responsible for:
• Fostering an organisational culture which promotes quality improvement, service improvement, evidence-based practice and innovation.
• Actively contributing to the development of strategic and operational plans for Speech Pathology Services.
• Actively contributing and facilitating quality improvement activities.
• Contributing to the development and maintenance of the policy and guidelines manual for the Speech Pathology Department.
• Providing high quality supervision for Speech Pathology staff.
• Ensuring the development and implementation of relevant policies, and guidelines which promote excellence in Speech Pathology Services and patient care at The Alfred.

3. Leadership and People Management
The Senior Clinician is responsible for:
• Providing professional and clinical leadership to Speech Pathology staff.
• Providing high level clinical supervision and mentoring for Speech Pathology staff and students, primarily in the clinical area of ENT and Trauma.
• Marketing the Speech Pathology Service within the hospital environment and to the external community.
• Supporting the Manager, Speech Pathology, in recruitment and selection processes.
• Participating in the development and implementation of an induction program for all new staff in line with organisational standards and procedures.
• Supporting and participating in the development and implementation of a staff performance management system in line with hospital policy and procedures.

4. Other
• Abide by Alfred Health corporate policies and practices.
• Participate in Alfred Health performance management program.
• Participate in mandatory training
• Ensure safe work practices and environment in accordance with Alfred Health policies.
• Represent Allied Health on ward based or quality projects as needed.
• Undertake other responsibilities as directed by the Manager of Speech Pathology.

QUALITY, SAFETY, RISK and IMPROVEMENT
• Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
• Follow organisational safety, quality & risk policies and guidelines
• Maintain a safe working environment for yourself, your colleagues and members of the public.
• Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
• Promote and participate in the evaluation and continuous improvement processes.
• Comply with principles of Patient Centred Care.
• Comply with Alfred Health mandatory continuing professional development requirements.
• Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:
• Provide students, Allied Health Assistants working in Speech Pathology with appropriate supervision, training and instruction in accordance with Alfred Health policies.
• Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
• Comply with relevant privacy legislation.
• Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
• Comply with Alfred Health medication management and medication safety policies and guidelines.
• In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
• Research activities will be undertaken commensurate with the role including leading quality and research projects.

KEY CAPABILITIES:

Capabilities
Interpersonal skills and aptitudes
• Effective, written, verbal and interpersonal skills to facilitate communication and co-operative working relationships with staff and patients and their carers.
• Commitment to interdisciplinary teamwork.
• Ability to provide independent expert consultancy.
• Commitment to motivate staff to a high level of clinical performance in the area of ENT.
• Ability to assess staff performance and provide appropriate feedback.
• High level of counselling skills for patients, staff and carers.
• Promotion and marketing skills with respect to Speech Pathology services.
• Ability to take initiative and respond to changes in caseload.

QUALIFICATIONS/EXPERIENCE REQUIRED

Qualifications
• A recognised degree in Speech Pathology.
• Eligibility for membership of Speech Pathology Australia.
• Post graduate qualifications in a relevant clinical area or working towards this.

Experience
• Minimum of 7 years experience – mostly served in an acute hospital setting.
• Specialist skills in management of voice, laryngectomy, tracheostomy, oro-facial disorders and trauma patients.
• Ability to supervise and provide professional development to Speech Pathologists, support staff and Speech Pathology students.
• Evidence of previous involvement in development and implementation of quality improvement activities.

Position Description authorised by: Janine Mahoney, Speech Pathology Manager Acute Services
Date: 17.3.17