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

DATE REVISED: 27.1.2021

POSITION: Grade 3 Speech Pathologist

AWARD/AGREEMENT: Health Professionals

CLASSIFICATION TITLE: Grade 3 Speech Pathologist

DEPARTMENT/UNIT: Speech Pathology

CLINICAL PROGRAM: ICU and 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 VALUES

Our staff are expected to demonstrate and uphold our values of:

   Integrity, Accountability, Collaboration and Knowledge.

Our values provide the platform for the way we work and the decisions we make. Through this approach, our Vision and Mission are achieved.

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

• To provide high quality assessment and management of patients within The Alfred, primarily within ICU, ENT and Burns.
• To foster excellence in the Speech Pathology Service by providing leadership and facilitating the clinical and professional skills of Speech Pathology staff and students.
• To assist in and promote the overall functioning of the Speech Pathology Department by working with the Manager, Speech Pathology, to coordinate the day-to-day administrative and clinical activities on The Alfred site.
• To contribute to and coordinate ongoing quality improvement activities.

KEY RESPONSIBILITIES

Service Delivery

The Senior Clinician is responsible for:

• Co-ordinating the day-to-day clinical management of inpatient and outpatient Speech Pathology Services at The Alfred.
• Co-ordination of the smooth daily operation of the Speech Pathology Service.
• Provision of a high level Speech Pathology Service within the hospital.
• Provision of high quality supervision for Speech Pathology staff.
• Co-ordination and promotion of high quality professional development of Speech Pathology Services at The Alfred.
• Co-ordination of a successful student education program.
• Addressing any staffing issues which may impact on service provision
• Ensuring the development and implementation of relevant policies, procedures and processes which promote excellence in Speech Pathology Services at The Alfred and Alfred Health.
• Ensuring Speech Pathology goal/service delivery is customer focused.
• Ensuring documentation (clinical, statistical) is according to departmental policy.

Strategy, Policy & Planning

The Senior Clinician is responsible for:

• Actively contributing to and supporting the development and implementation of strategic and operational plans for Speech Pathology Services.
• Actively contributing to relevant strategic and operational planning of other sections of the hospital as required to ensure that Speech Pathology issues are represented in all planning processes.
• Contributing to the development and maintenance of a policies and work instructions.
• Fostering an organisational culture which promotes quality improvement, service improvement and innovation.
• Facilitation and oversight of site quality improvement plans.

Administration, Information & Reporting

The Senior Clinician is responsible for:

• Ensuring accurate and confidential medical records are maintained of any Speech Pathology Services.
• Maintaining accurate collection and collation of statistical data regarding service provision.
• Supporting the Manager in preparation of regular reports to Allied Health Heads of Departments, the Department budget, and Annual Reports (Executive Committee).
• Regular reporting to the Manager on the strategic issues affecting the achievement of objectives.
• Attending all clinical, managerial and administrative meetings relevant to the position as required.
• Representing Allied Health on ward based and quality projects as needed.
• Assisting the Speech Pathology Manager with ADO and leave rosters and Kronos.

Leadership and People Management
The Senior Clinician is responsible for:

- Providing professional and clinical leadership to Speech Pathology staff.
- 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/participating in the development and implementation of a performance management system in line with hospital policy and procedures.
- Liaising with the Manager regarding actual performance against the predetermined contract with external agencies.
- Participating in performance planning and review in line with Department and organisational policies and procedures.
- Planning and managing own workload to ensure adequate time for achievement of the primary objectives of the position.
- Participating in research activities/opportunities within the hospital/department as relevant.
- Representing Allied Health on ward based or quality projects as needed.

**Accountability and Extent of Authority**

The Senior Clinician is held accountable for:

- Ensuring excellence in the provision of a Speech Pathology Service to patients at The Alfred.
- The provision of high quality Speech Pathology Service in the area of ICU, Burns, ENT and other units as required.
- Ethical and professional service delivery in line with professional standards and organisational guidelines.
- Co-ordinating and contributing to the smooth daily operation of The Alfred Speech Pathology Service.

The position has authority for:

- Planning, organising and delivering high level Speech Pathology services to Alfred clients.
- Provision of professional advice and intervention within the scope of the position and their qualifications and experience.
- Determining professional intervention relevant to the knowledge and skills of the incumbent.
- Prioritisation and management of own workload in line with the objectives of the position.
- Undertaking responsibilities of The Manager, Speech Pathology, in her absence including committee representation, liaison with divisional head, HR issues, budget management and stock ordering.

The Senior Clinician is responsible for:

- Decision making in conjunction with the Speech Pathology Manager regarding clinical, administrative or management issues.
- Monitoring/managing the caseload across all units.

**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 and junior Speech Pathologists 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

KEY CAPABILITIES:

Capabilities

Major Skills Required

• Excellence in assessment and treatment skills in the area of ICU, Burns and ENT.
• High level communication, negotiation, problem solving and conflict management skills
• High level planning and organisational skills
• Team work
• Highly developed staff supervision skills
• Commitment to staff development, continuing education, quality improvement and performance management.

Interpersonal Skills and Aptitudes

• Energy, enthusiasm, and a commitment to the provision of high quality Speech Pathology services
• An ability to develop sound working relationships
• An ability to monitor performance, lead and motivate staff and to enforce Department standards.

Key Selection Criteria

• Meets the Mandatory Qualifications
• Demonstrated excellence in the relevant clinical areas.
• Range of skills to ensure the effective and efficient daily operation of the acute Speech Pathology campus
• Demonstrated ability to provide high level teaching, training and supervision to staff and students
• Capacity to develop innovative service models and programs in the provision of Speech Pathology services
• Knowledge of current issues in health care and their likely impact on the Speech Pathology service
• Demonstrated ability to provide leadership on issues related to Speech Pathology
• Ability to identify and pursue clinically relevant research opportunities
• Demonstrated capacity to motivate staff and to contribute to a positive organisational culture.
QUALIFICATIONS/EXPERIENCE REQUIRED

- Degree or equivalent in Speech Pathology
- Current Driver’s Licence
- Successful applicants must pass a police check.
- Eligibility for membership of Speech Pathology Association of Australia.
- Post graduate qualifications in a relevant clinical area or working towards this.
- Significant clinical experience as a qualified Speech Pathologist, predominantly in the area of acute adult neurosciences.
- Proven ability to effectively manage the clinical caseload across the designated service.
- Extensive experience in supervision and professional development of Speech Pathologists, support staff and Speech Pathology students.
- Evidence of previous involvement in the development, implementation and evaluation of Quality Improvement strategies.
- Evidence of previous involvement in clinical research.

Position Description authorised by: Janine Mahoney, Speech Pathology Manager, Alfred Health

Date: 27/1/2021