Speech Pathology Tasmania Statement of Duties

Title: Senior Speech & Language Pathologist
Award: Allied Health Professional Award 2020,
Classification: Level 3[1]

Focus of Duties:
As an effective member of a speech pathology team and interdisciplinary teams, the Senior Speech Pathologist:

1. Provides senior level clinical speech pathology services to clients.

2. Shares expertise in specialist clinical area/s.

3. Provides clinical leadership and professional support to other speech pathologists and students, including peer supervision and clinical supervision of level 1-2 speech pathology staff.

The Senior Speech Pathologist always behaves in a manner consistent with the Speech Pathology Australia Code of Conduct and in accordance with organisational policies.

Primary Tasks:

1. Assess, diagnose and treat clients with communication and swallowing disorders in accordance with best-practice/evidence-based practice standards/guidelines at high levels of specialist knowledge and skill as recognised by the employer and perform across a number of recognised specialties.

2. Maintain clinical record documentation in accordance with SPT policy and standards as set out by Speech Pathology Australia.

3. Adhere to intervention and documentation standards required of funding arrangements [such as NDIS, Catholic Education Tasmania, and other funding agencies]

4. Actively pursue contemporary professional knowledge through appropriate continuing professional development activities and research and initiate and contribute to professional development programs.

5. Actively participate in and contribute to staff meetings, continuing education, and quality improvement activities.

[1] Definitions of Levels in Appendix

6. Actively contribute to the development of professional knowledge and skills as demonstrated by positive impacts on service delivery, positive referral patterns to area of expertise and quantifiable/measurable improvements in health outcomes.

7. Actively promote the profession of speech pathology in the education of service users and within professional networks.

8. Provide clinical leadership to Level 1 & Level 2 speech pathologists and where appropriate, to other health professionals, and supervise speech pathologists and students.

9. Liaise productively within multidisciplinary teams, within professional networks, and with members of other agencies.

10. Collaborate with other agencies to provide communication support services and programs, including liaison, consultation and documentation as needed.

11. Initiate and significantly contribute to the development, implementation and review of policies and procedures, clinical practice guidelines, performance measures and reporting mechanisms for speech pathology services and, where relevant, for wider teams.

12. Initiate, implement, and report on quality improvement, education and research activities.

13. Be accountable for allocation and/or expenditure of resources and ensuring targets are met.

14. Ensure optimal budget outcomes for clients, communities and SPT.

15. Provide support to non-professional team members, including under-graduate students, work experience students and Speech Therapy Assistants.

16. Provide support to colleagues in areas of clinical, technological and/or other expertise.

17. Delivery of education sessions for wider community groups as required.

18. Carry out other tasks pertaining to the function of the SPT speech pathology service, as directed.

19. Maintain adequate records for the construction of billing data in accordance with SPT policy.

20. Provide regular feedback and appraisals for Lead team members to improve outcomes for clients and for maintaining a performance management system.

21. Provide regular feedback and appraisals for senior staff to maintain a performance management system.

22. Other allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Aspirational but not essential:

23. Provide the SPT team – and other stakeholders where indicated – with authoritative clinical, technical, and policy advice which draws on in-depth knowledge of speech pathology practice. With this, act as a local and statewide resource in the area of clinical expertise to the SPT team – and to other stakeholders where indicated.

Scope of Work Performed:

The Senior Speech Pathologist will be required to work with minimal supervision and to exercise considerable initiative and professional judgment in complex and novel clinical and service areas. Under the direction of the Clinical Lead Speech Pathologists, the Senior Speech Pathologist is responsible for:

1. Provision of a safe, effective, efficient and high-quality speech pathology service to allocated clients and service users and stakeholders, such as multi-disciplinary teams. This may include the supervision of Speech Therapy Assistants and programs to be conducted by Speech Therapy Assistants.

2. Work independently utilising and working within the policies, procedures, and guidelines of SPT including maintenance of confidentiality guidelines.

3. Perform novel and complex work with reference to more senior staff. Responsible for liaising with senior staff on relevant client care, and other issues.

4. Providing professional leadership, guidance and support to level 1-2 speech pathologists and students.

5. Initiating and actively participating in professional development.

6. Initiating and participating in service development, quality improvement and research activities.

7. Complying with the Code of Professional Conduct of Speech Pathology Australia, and work within the principles, policies and procedures of client agencies.

8. Exercise reasonable care in the performance of duties consistent with the SPT Workplace Health and Safety policies.

9. Provide labour in an efficient, effective, calm, and safe manner.

10. With assistance, during a probationary period, self-assess workflow quality & quantity performance, to meet productivity demands of Private Practice.

11. Receiving supervision and clinical direction by more senior speech pathology staff, including role development and performance review.

Pre-Employment Conditions:
Evidence of the following must be provided prior to appointment:

1. Degree or diploma in Applied Science, Speech Pathology or equivalent; and current practicing membership with the Speech Pathology Association of Australia (SPA).

2. Recent completion of a satisfactory Federal Police Check.

3. Current Australian Drivers' Licence.

4. Provision of own transport for business purposes.

5. Hold or obtain a Working with Vulnerable People Registration card.

6. Number of hours per week available for work.

Selection Criteria:
Knowledge

1. **Demonstrated experience** and expertise in the clinical management of paediatric and adult clients in specialty areas within acute and subacute speech pathology, including demonstrated commitment to actively developing further skills, research and quality in these areas.

2. **Demonstrated understanding** of the principles of client centred care, continuous quality improvement, and evidence-based practice.

3. **Working knowledge** of, and ability to comply with, Work Health and Safety legislation, policies and procedures.

Skills

4. **Communication skills** – Individuals will demonstrate excellent verbal, non-verbal and written communication skills with the capability to communicate effectively, to share information, negotiate outcomes, and to build and maintain positive relationships with a range of people including colleagues, clients, multidisciplinary team members and others.

5. **Conceptual and analytical skills** – Individuals will demonstrate capability to understand and analyse information from a range of sources, and to make sound decisions based on evidence. They will have excellent problem solving skills and will demonstrate good judgement.

6. **Organisational skills** – Individuals can work in an organised, logical and reasoned way and can manage their time efficiently, prioritising tasks and effectively using electronic tools and programs to assist them. This includes familiarity and efficiency in using technology for treatment, education, and administrative purposes.

7. **Teaching skills** – Individuals will demonstrate capability to support skill development through teaching, training, and mentoring speech pathologists and students, to ensure that the community has future access to excellent care.

Personal qualities

8. **Initiative** – Individuals will demonstrate capability to be adaptable and to respond and adjust easily and positively to change. They are proactive and self-directed, and will appropriately act upon opportunities to improve outcomes, working with minimal supervision in a complex work environment.

9. **Resilience** – Individuals will demonstrate capability to persevere to achieve goals even in the face of obstacles, to cope effectively with disappointments and setbacks and remain calm and in control under pressure.

10. **Lifelong learning** – Individuals will demonstrate intellectual curiosity and a love of learning. They are passionate about their field and inspired by new knowledge, actively seeking and creating opportunities for knowledge and skill development for themselves and others, to provide the best possible service, client, and community outcomes.

Appendix – Definitions of Health Professionals Levels[2]

Health Professional—level 1

a) Positions at level 1 are regarded as entry level health professionals and for initial years of experience.

b) This level is the entry level for new graduates who meet the requirement to practise as a health professional (where appropriate in accordance with their professional association's rules and be eligible for membership of their professional association) or such qualification as deemed acceptable by the employer. It is also the level for the early stages of the career of a health professional.

Health Professional—level 2

a) A health professional at this level works independently and is required to exercise independent judgment on routine matters. They may require professional supervision from more senior members of the profession or health team when performing novel, complex, or critical tasks. They have demonstrated a commitment to continuing professional development and may have contributed to workplace education through provision of seminars, lectures or in-services. At this level the health professional may be actively involved in quality improvement activities or research.

b) At this level the health professional contributes to the evaluation and analysis of guidelines, policies and procedures applicable to their clinical/professional work and may be required to contribute to the supervision of discipline specific students.

Health Professional—level 3

a) A health professional at this level would be experienced and be able to independently apply professional knowledge and judgment when performing novel, complex, or critical tasks specific to their discipline. At this level health professionals will have additional responsibilities.

b) An employee at this level:

1. works in an area that requires high levels of specialist knowledge and skill as recognised by the employer;

2. is actively contributing to the development of professional knowledge and skills in their field of work as demonstrated by positive impacts on service

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delivery, positive referral patterns to area of expertise and quantifiable/measurable improvements in health outcomes;

3. may be a sole discipline specific health professional in a metropolitan, regional or rural setting who practices in professional isolation from health professionals from the same discipline;

4. is performing across a number of recognised specialties within a discipline;

5. may be accountable for allocation and/or expenditure of resources and ensuring targets are met and is responsible for ensuring optimal budget outcomes for their customers and communities;

6. may be responsible for providing regular feedback and appraisals for senior staff to improve health outcomes for customers and for maintaining a performance management system; and

7. is responsible for providing support for the efficient, cost effective and timely delivery of services.

Health Professional—level 4

c) A health professional at this level applies a high level of professional judgment and knowledge when performing a wide range of novel, complex, and critical tasks, specific to their discipline.

d) An employee at this level:

1. has a proven record of achievement at a senior level;

2. has the capacity to allocate resources, set priorities and ensure budgets are met within a large and complex organisation;

3. may be responsible to the executive for providing effective services and ensuring budget/strategic targets are met;

4. supervises staff where required; and

5. is expected to develop/implement and deliver strategic business plans which increase the level of care to customers within a budget framework.