

POSITION DESCRIPTION

September 2024

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

Health New Zealand Canterbury is committed to the principles of Te Tiriti o Waitangi/Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

Our vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

- Care & respect for others. Manaaki me te whakaute i te tangata.
- Integrity in all we do. Hāpai i ā mātou mahi katoa i runga i te pono.
- Responsibility for outcomes. Te takohanga i ngā hua.

POSITION TITLE:

Speech Language Therapist (SLT)

REPORTS TO (Title):

Clinical Manager Child Development Service

Professional leadership will be provided by the Clinical Manager Speech Language Therapy, Christchurch campus

REPORTS ON A DAILY BASIS TO:

Clinical Manager Child Development Service

PRINCIPAL OBJECTIVES:

- To contribute to, and provide an efficient and effective Speech Language Therapy service, which meets the needs of infants and children aged 0-16 years referred to the Child Development Service, in partnership with their whānau/family/carers.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

Clinical Manager Child Development Service
Clinical Staff (including Physiotherapists, Occupational Therapists, Social Worker, Psychologist, Hauora Māori, Child Development coordinator, ASD coordinator, Therapy Assistant) at Child Development Service
Clinical Manager Speech Language Therapy at Christchurch campus
Speech Language Therapy Department Staff at Christchurch campus
Medical Staff
Nursing Staff
Clerical Support Staff
Speech Language Therapy Services across Health New Zealand
Health New Zealand Canterbury support services
Other Health New Zealand clinical and support staff

EXTERNALLY:

Patients/clients & their whānau/family/carers
Early intervention services
General Practitioners and primary health care providers
Well Child providers
Ministry of Education
Rehabilitation and equipment suppliers
Funding agencies
Community Therapy Services
Community and government support agencies
New Zealand Speech-language Therapists' Association (NZSTA)
University of Canterbury, University of Auckland, Massey University & Speech Language Therapy Students
Community Support Groups
Work and Income NZ
Colleagues from other organisations

KEY PERFORMANCE OBJECTIVES:

Task 1	The Speech Language Therapist is responsible for providing speech language therapy services to infants and children of designated clinical areas, in partnership with their whānau/families/carers, to meet service objectives and needs.
Expected Result	<ol style="list-style-type: none">1. <u>Referral/Screening</u> Allocated infants and children requiring speech language therapy are triaged and prioritised according to prioritisation guidelines.2. <u>Assessment</u> Appropriate assessments are selected and assessment procedures implemented according to speech language therapy protocols and professional standards, including instrumental assessments.3. <u>Planning/Goal Setting</u> Appropriate goals are agreed and documented together with whānau/family/carers and members of the inter/multi-disciplinary team4. <u>Intervention</u><ol style="list-style-type: none">i. Appropriate intervention is provided to facilitate optimal functional performance, in accordance with speech language therapy protocols and professional standards.ii. Outcome measures are used to monitor progress towards goals and results documented.5. <u>Discharge</u><ol style="list-style-type: none">i. Infants/children are discharged from the speech language therapy service in a timely manner and referred on appropriately.ii. Discharge reports are completed in a timely manner.6. <u>Education/Consultancy</u> Appropriate information is clearly disseminated to infants, children, whānau/family/carers and members of the inter/multi-disciplinary team to facilitate ongoing intervention.7. <u>Clinical Records</u><ol style="list-style-type: none">i. Legible, accurate, concise and current records are maintained detailing patient history, assessment findings, treatment plans and progress in accordance with Child Development Service and Speech Language Therapy protocols.ii. Ensure the maintenance of confidentiality of patient records in accordance with the privacy code.8. <u>Communication</u><ol style="list-style-type: none">i. Demonstrate integration of cultural respect and understanding in practice.ii. Ensure ongoing and effective communication with infants/children and their whānau/families/carers, referral source and inter/multi-disciplinary teams, as appropriate.iii. Correspondence is responded to appropriately and promptly.

Task 2	The Staff Speech Language Therapist is responsible for assisting in the process of education about speech language therapy to others, as required.
Expected Result	<ul style="list-style-type: none"> a) To contribute to in-service education programmes. b) Assist in the training of students of other disciplines, the multidisciplinary team and community education, as appropriate.

Task 3	The Staff Speech-Language Therapist is responsible for administrative duties linked to the clinical area.
Expected Result	<ul style="list-style-type: none"> a) Collection and submission of statistical records regarding caseload and time management, as required. b) Complies with Child Development Service policies, procedures and protocols. c) Complies with Speech Language Therapy policies, procedures and protocols.

Task 4	The Staff Speech-Language Therapist is responsible for assisting with and participating in the general activities of the Child Development Service, including quality planning, professional and service development within the service.
Expected Result	<ul style="list-style-type: none"> a) To attend and actively participate in staff meetings. b) To contribute to staff projects developing the service. c) Assist in reviewing the quality of service provided and utilisation of appropriate resources, as appropriate. d) Participation in Allied Health, Departmental and Quality projects, as appropriate.

Task 5	The Staff Speech-Language Therapist is responsible for developing and maintaining his/her own levels of skill and effectiveness.
Expected Result	<ul style="list-style-type: none"> a) Demonstrate on-going professional development including the use of professional research/literature to maintain best practice. b) Participate in education/in-service training sessions within the Child Development Service and the Health New Zealand Canterbury SLT Service. c) To attend relevant professional courses and programmes following prior approval of the Clinical Manager. d) To undertake peer review. e) To undertake and clinical and professional supervision. f) Participate in annual performance appraisal which includes: <ul style="list-style-type: none"> ▪ Objectives/goals agreed. ▪ Measurable outcomes set.

Task 6	The Staff Speech-Language Therapist is responsible for the communication of accurate and timely information to the Clinical Manager as required.
Expected Result	<ul style="list-style-type: none"> a) To ensure the Clinical Manager is provided with ad hoc reports as required. b) To ensure the Clinical Manager is kept informed of current operational issues.

Task 7	The Staff Speech-Language Therapist will undertake other duties as reasonably requested by the Clinical Manager from time to time.
Expected Result	<ul style="list-style-type: none"> a) To work in one or more locations as required by the Clinical Manager. b) To ensure that all duties required to be performed in the best interests of Canterbury District Health Board are done so in a competent and effective manner.

Task 8	The Staff Speech-Language Therapist will supervise and assess student's clinical work by providing students with learning opportunities and learning that is directed at an appropriate level.
Expected Result	<ul style="list-style-type: none"> a) Participation in Field Supervisor training. b) Evidence of ongoing student learning. c) Evidence of effective student supervision and assessment in compliance with standards/requirements of the relevant training provider.

Task 9	The Staff Speech-Language Therapist will participate in and promote evidence based research within the clinical setting.
Expected Result	<ul style="list-style-type: none"> a) Participation in research programmes/projects within the CDHB, as appropriate. b) Contributing to inservices and feedback on research data to colleagues. c) Linking with equivalent colleagues nationally to share research data. d) Linking with the University of Canterbury, University of Auckland and Massey University, as appropriate.

<u>QUALITY:</u>	Every staff member within Health New Zealand Canterbury is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.
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HEALTH & SAFETY:

- Observe all Health New Zealand Canterbury safe work procedures and instructions.
- Ensure your own safety and that of others.
- Report any hazards or potential hazard immediately.
- Use all protective equipment and wear protective clothing provided.
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager.
- Co-operate with the monitoring of workplace hazards and employees health.
- Ensure that all accidents or incidents are promptly and accurately reported to your manager.
- Complete mandatory training as required.
- Is knowledgeable of emergency procedures and evacuation plans.
- Assists in maintenance of equipment as required and reports faulty equipment promptly.
- Report early any pain or discomfort.
- Take an active role in Health New Zealand Canterbury's rehabilitation plan, to ensure an early and durable return to work.
- Seek advice from your manager if you are unsure of any work practice.

LIMITATIONS ON AUTHORITY:

Matters which must be referred to the Clinical Manager:

- Expenditure.
- Security breaches and quality standards failures.
- Any actions that may lead to any discontinuity of service that may be provided.
- Any matters, which are not clearly identified or do not comply with Health New Zealand Canterbury's adopted policies and procedures.

QUALIFICATIONS & EXPERIENCE:

Essential

- Eligible for registration with NZSTA.
- Bachelor of Speech and Language Therapy or recognised equivalent.
- Be client focused and committed to providing a high quality service.
- A minimum of 12 months clinical experience.
- Able to drive both manual and automatic cars with a clean current New Zealand driver's license.

Desirable

- If not trained since 2004, completion of post graduate dysphagia course (University of Canterbury) or similar.
- Over three years of clinical experience.
- Has paediatric experience and knowledge of child development and/or disabilities.
- Has experience with feeding and/or swallowing difficulties in infants and children.
- Has experience with communication difficulties in children.
- Research experience.
- Computer skills (MS Office).
- Enable Accreditation in areas of assistive technology.
- Some experience working in a health setting with people with communication and/or swallowing disorders.

PERSONAL ATTRIBUTES:

MANDATORY

Key Behaviours:

- To share the values that are important to Health New Zealand Canterbury (Care & Respect for others, Integrity in all we do and Responsibility for Outcomes) and to behave in a way that reflect these.
- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Effective time management.
- Excellent communication skills (written and verbal).
- Commitment to self-development.
- Commitment to ongoing professional development.
- Commitment to quality improvement.
- Accepts responsibility and accountability for actions.
- Possess effective interpersonal skills.
- Ability to effectively work in a team (or interdisciplinary team) environment.
- Have the ability to prioritise and work to within time frames.
- Flexibility to work according to service delivery requirements.
- Be disciplined, self-motivated and maintain a positive approach to work.
- Initiative and ability to work under pressure/to manage stress.
- Ability to be flexible in an environment of change.
- Understanding and experience of working in an interdisciplinary team.
- A commitment to adopting and operating good employer policies and practices.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.