

POSITION DESCRIPTION

Canterbury

District Health Board

Te Poari Hauora o Waitaha

October 2019

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

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

Speech Language Therapist

REPORTS TO (Title):

Clinical Manager Speech Language Therapy (SLT)

REPORTS ON A DAILY BASIS TO:

Clinical Manager SLT

PRINCIPAL OBJECTIVES:

- To contribute to, and provide an efficient and effective speech-language therapy service, which meets the needs of clients referred within the Canterbury District Health Board.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

1	Referred patients/clients and their whanau/family/carers
2	Clinical Manager SLT
3	Medical Staff
4	Nursing Staff
5	Allied Health Professionals (including Physiotherapists, Occupational Therapists, Social Workers, Dietitians and Pharmacy)
6	Speech-Language Therapy Department Staff
7	Speech-Language Therapy Services across CDHB
8	Clerical Support Staff
9	Other Canterbury District Health Board clinical and support staff

EXTERNALLY:

1	Patients/clients & their whanau/family/carers
2	Community Therapy Services
3	Colleagues from other organisations
4	Community Agencies: Primary Health
5	New Zealand Speech-Language Therapists' Association (NZSTA)
6	University of Canterbury, University of Auckland, Massey University & Student SLTs
7	Community Support Groups
8	Work and Income NZ
9	Rehabilitation equipment suppliers

KEY PERFORMANCE OBJECTIVES:

Task 1

Expected Result

The Staff Speech-Language Therapist is responsible for providing speech-language therapy services to clients of designated clinical areas, to meet service objectives and needs.

1. Referral/Screening

- i. Allocated clients requiring speech-language therapy and their referring sources are informed of planned intervention according to speech-language therapy protocols and professional standards.
- ii. To receive referrals from other areas as requested by the Clinical Manager.

2. Assessment

- i. Appropriate assessments are selected and assessment procedures implemented according to speech-language therapy protocols and professional standards.
- ii. As necessary, conduct videofluoroscopic studies and/or videopalatograms, whilst ensuring appropriate liaison between the referring agencies and Radiology Services.

3. Planning/Goal Setting

- i. In consultation with clients, family and multi-disciplinary team, treatment is targeted to meet problems identified in assessment.

4. Treatment

- i. Appropriate intervention is given to facilitate the restoration of optimal functional performance within the agreed time frame and in accordance with speech-language therapy protocols.

5. Discharge

- i. Clients are discharged from the SLT service in a timely manner and referred on appropriately

6. Education/Consultancy

- i. Appropriate information is clearly disseminated to clients. Carers, colleagues and members of the multidisciplinary team to facilitate clients' ongoing rehabilitation.

7. Clinical Records

- i. Legible, accurate, concise and current records are maintained detailing patient history, assessment findings, treatment plans and progress in accordance with speech-language therapy protocols.
- ii. Ensure the maintenance of confidentiality of patient records in accordance with the privacy code.

8. Communication

- i. Ensure ongoing and effective communication with clients and their families/carers, referral source and multi-disciplinary teams, as appropriate.

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	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	a) Collection and submission of statistical records regarding caseload and time management, as required. b) 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 Speech-Language Therapy Department, including quality planning, professional and service development within the service.
Expected Result	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 utilization of appropriate resources, as appropriate. d) Participation in Allied Health, Departmental and CDHB 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	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 CDHB SLT Service. c) To attend relevant professional courses and programmes following prior approval of the Clinical Manager. d) To undertake peer review/supervision. e) Participate in annual performance appraisal which includes: ▪ 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

- 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

- 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

- 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

- 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.

HEALTH & SAFETY:

- Observe all Canterbury DHB 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 the Canterbury DHB'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.

QUALITY:

Every staff member within CDHB 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.

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 CDHB's adopted policies and procedures

QUALIFICATIONS & EXPERIENCE:**Essential**

- Eligible to become an NZSTA member
- Bachelor of Speech and Language Therapy or recognised equivalent
- Be client focused and committed to providing a high quality service

Desirable

- If not trained since 2004, completion of post graduate dysphagia course (University of Canterbury) or similar
- Some experience working in a hospital setting with people with communication and/or swallowing disorders.

PERSONAL ATTRIBUTES:**MANDATORY****Key Behaviours:**

- To share the values that are important to the CDHB (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.

PHYSICAL CONDITIONS:**Hours of Work:**

- Days and times to be mutually agreed by the appointee and the Clinical Manager

ECONOMIC CONDITIONS:**Salary Range for position:**

- Commensurate with level of experience

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.

I, _____, confirm that I have read and received a copy of the position description, which accurately reflects the role for which I have been employed.

Signature _____

Date _____