

Position Description

Position Title	Speech Pathologist
Position Number	
Division	Clinical Operations
Department	Speech Pathology and Audiology
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Speech Pathologist Grade 2
Classification Code	VW1-VW4
Reports to	Manager Speech Pathology & Audiology
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Clinical Operations Division

The Clinical Operations Division encompasses acute, allied health, cancer and mental health services. We provide a wide range of general medical, surgical and specialty services including but not limited to; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics, Cancer Clinics and Mental Health Services. Our Allied Health teams provide a diverse range of programs and person centred care in inpatient, outpatient, community, home and residential care settings.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's areas use the latest technologies to provide excellent care. Our world class Cancer Centre uses a multi-disciplinary, integrated approach to treat specific cancers. The Cancer Centre offers medical oncology, radiation oncology, specialist nurses, clinical trials and cancer research, palliative care, and a Cancer Wellness Program.

The Mental Health Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

The Speech Pathology and Audiology Department

The Allied Health team at Bendigo Health comprises over 300 staff including Occupational Therapy, Physiotherapy / Exercise Physiology, Podiatry, Social Work, Dietetics, Psychology, Audiology, Speech Pathology and Allied Health Assistance. Allied Health Clinicians work in a very broad range of roles and are valued in the contribution they make to the multi-disciplinary team.

The speech pathology department provides high quality clinical services in almost all areas of Bendigo Health (BH). At BH you will find speech pathologists working on the inpatient units in community health paediatric outpatients, specialist clinics (adults and paediatrics), outpatient rehabilitation, community allied health, Victorian Paediatric Rehabilitation Service (VPRS) transitional care and residential care. Speech pathologists at BH work with infants, children, adults and elderly in a range of clinical settings. We work with patients and their families/carers to achieve the best possible outcomes for the people we work with.

Speech pathologists assess, treat and manage dysphagia, communication and cognition across the lifespan and continuum of care while applying evidence based practice. Speech pathologists working on the inpatient wards service most clinical areas including a small service to the paediatric ward and the special care nursery. Speech pathologists provide assessment, intervention, education and management for a range of disorders of swallowing/feeding, speech, language, voice and cognition. Specialist clinics outpatients provides assessment and short term speech pathology management of adults with a laryngectomy, dysphagia or dysphonia.

Community health speech pathology provides single discipline services to children aged 0-6 years (pre-school entry). Services are provided in both the individual and group context. Infants and children can receive short term assessment and management of feeding difficulties via specialist clinics.

Speech pathologists may be employed to work in a range of programs at BH, see program information for more detail. The speech pathology and audiology team are focused on continuous service improvement, research, teaching and learning to ensure high performing clinicians so our patients receive excellent care. The team are committed to student education and have strong relationships with university partners taking many students each year.

The Position

We are seeking a grade 2 speech pathologist who can work in a fixed term or casual position in the acute inpatient services, and other clinical areas as directed. The purpose of this position is to provide high quality clinical speech pathology services to patient's admitted to the hospital.

Where required, Allied Health clinician may be rostered to work on weekends and public holidays.

Responsibilities and Accountabilities

Key Responsibilities

1. Clinical

The Allied Health Professional (AHP) Grade 2 will:

- 1.1 Provide client focussed assessment, treatment/intervention and consultative clinical services in cooperation with the multi-disciplinary team.
- 1.2 Take a lead clinical role when required, demonstrating special knowledge and depth of experience appropriate to the designated case types.
- 1.3 Spend 70% of time in client activity; the other 30% in non-clinical duties, examples of which are described in sections 3, 4, 5, and 6 below.
- 1.4 Facilitate the smooth transition of clients through the health care system, liaising with relevant staff and community agencies to ensure continuity of care for individual patients/clients and their families:
 - 1.4.1 Work within the multi-disciplinary team, recognising and respecting the expertise and contribution of all team members, collaborating to refer clients to other services as necessary.
 - 1.4.2 Demonstrate knowledge and appropriate use of services relevant to the client/family
 - 1.4.3 Attend relevant ward rounds/case conferences and family meetings
 - 1.4.4 Ensure all clinical activity undertaken fulfils or exceeds the competency standards of the profession, and the minimum standards for the programs into which they input/relate
 - 1.4.5 Engage in clinical work that is guided by evidence based practice and in which outcomes are monitored and modifications made as required.

- 1.4.6 Implements a complex treatment / intervention plan based on assessment
- 1.4.7 Manages time and prioritises competing demands so that clinically appropriate care is delivered in a timely fashion, and non-clinical deadlines and responsibilities are met.
- 1.4.8 Meets discipline specific requirements as designated by the Head of Discipline, and agreed with the program manager where necessary

2. Communication

The AHP Grade 2 will:

- 2.1 Maintain timely, effective and professional oral and written communication at all levels within BHCG, and with external professional and organisations as required.
- 2.2 Demonstrate skills in negotiation and conflict resolution

3 Service Planning and Co-ordination

The AHP Grade 2 will:

- 3.1 Demonstrate knowledge of relevant business plans and NSQHS standards.
- 3.2 Demonstrate a basic knowledge of the Public Health system, and its financial and structural arrangements.
- 3.3 Actively contributes in the regular BHCG allied health service and program or unit meetings as delegated by the allied health Head of Discipline and/or Program Manager
- 3.4 Take a lead role (planning, implementing and monitoring) in a minimum of one documented quality improvement activity for the discipline or program annually
- 3.5 Active participation on committees and working parties in agreed areas as required.

4 Information Management

The AHP Grade 2 will:

- 4.1 Ensure information is managed in line with organisational, allied health and discipline standards:
 - 4.1.1 Meet documentation requirements for all programs/units
 - 4.1.2 Complete required program reporting and statistical records for client – related and other activities within the specified timeframes.
 - 4.1.3 Participate in the monitoring and review of data generated for the purposes of discussing staffing requirements and workloads, and for monitoring the efficiencies of new work practices and quality activities in relevant forums.

5 Training and Professional Development

The AHP Grade 2 will:

- 5.1 Participate in and meet the standards of the BHCG Allied Health Credentialing and Professional Standards policy document.
- 5.2 Actively participates in training and professional development as required to achieve the service and program objectives of BHCG. Coordinate at least one activity per year.

- 5.3 Undertake mandatory BHCG training within the required timeframes.
- 5.4 Actively participates in the development, delivery and coordination of orientation, induction, mentorship, supervision, education and professional development of allied health staff, students (including work experience students) and other BHCG personnel as required
- 5.5 Establish, maintain and fulfil a personal professional development plan.
- 5.6 Monitor new developments in allied health through journal review, attendance and presentation at departmental in-services and attendance at other relevant internal and external educational opportunities.
- 5.7 Actively participates in the support and development of colleagues
- 5.8 Integrate new learning into practise both individually and more broadly where required. This will be demonstrated by evidence presented at the annual Performance Development Review.

6 Teaching and Research

The AHP Grade 2 will:

- 6.1 Assist in relevant research activities under the guidance of senior staff or the principal researcher
- 6.2 Undertake staff and student teaching and supervision, in area(s) of practice and expertise if required and specified by the position description

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. Maintain compliance with the Bendigo Health Allied Health credentialing and professional practice standards policy (see attached table), including evidence of eligibility for membership of Speech Pathology Australia (SPA) and the SPA Professional Certification
2. Alignment with the BH values of caring, passionate and trustworthy
3. Demonstrated skills and experience in assessment and intervention in any/all of the following areas;
 - a. adult dysphagia in hospital and/or community setting
 - b. adult communication (voice, communication and cognition) and experience with communication disorders of neurological origin
 - c. paediatric feeding in the hospital and/or outpatient setting (infants and children)
4. Evidence of commitment to evidence based practice and person centred care
5. Demonstrated ability to be self-motivated to learn with a commitment to ongoing professional development of self and others
6. Demonstrated team player, with high level skills in problem solving and time management.

Desirable

7. Skills and experience in the clinical supervision of students and staff
8. Evidence of commitment to drive and participate in continuous quality improvement activities

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Working with Children Check Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.