

## POSITION DESCRIPTION

<b>Position:</b>	Speech Pathologist – Grade 1
<b>Division:</b>	Allied Health
<b>Unit:</b>	Community Services
<b>Enterprise Agreement</b>	ALLIED HEALTH PROFESSIONALS (VICTORIAN PUBLIC HEALTH SECTOR) SINGLE INTEREST ENTERPRISE AGREEMENT 2020-2021
<b>Reports to:</b>	Allied Health Manager

### MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.




### VISION





Your Hospital – We care.

### MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

### VALUES

 Responsiveness	<p><b>Responsiveness:</b> Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.</p>
 Integrity	<p><b>Integrity:</b> Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.</p>
 Impartiality	<p><b>Impartiality:</b> Making decisions and providing advice on merit and without bias, favouritism or self- interest; objectively considering all relevant facts and fair criteria.</p>

 Accountability	<p><b>Accountability:</b> Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.</p>
 Respect	<p><b>Respect:</b> Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.</p>
 Leadership	<p><b>Leadership:</b> Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.</p>
 Human Rights	<p><b>Human Rights:</b> Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.</p>

## THE ALLIED HEALTH TEAM

The Allied Health team at Mildura Base Public Hospital comprises of over 30 staff including Physiotherapy, Occupational Therapy, Speech Pathology, Dietetics, Social Work and Allied Health Assistants. Allied Health clinicians are valued within the organisation and all disciplines report to an Allied Health Manager, who is an Allied Health Professional. The diversity of the workload for an Allied Health Professional is a key benefit within our organisation.

## THE POSITION

The Mildura Base Public Hospital Speech Pathology Department provides services across acute and sub-acute settings. The Grade 1 Speech Pathologist is a valuable member of the Allied Health team and contributes to patient care at Mildura Base Public Hospital (MBPH) by providing high quality speech pathology services within a multidisciplinary setting. The Grade 1 Speech Pathologist position will take part in a rotational roster across acute, sub-acute and outpatient services.

## KEY RESPONSIBILITIES AND DUTIES

### 1. Clinical

The Speech Pathologist Grade 1 will demonstrate and apply clinical competence through:

- 1.1 Providing client focused clinical services in co-operation with the multi-disciplinary team.
- 1.2 Ensuring 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.
- 1.3 Engaging in clinical work that is guided by evidence-based practice and in which outcomes are monitored and modifications made as required.
- 1.4 Spending 80% of time in client attributable activity; the other 20% in non-clinical tasks as required.

1.5 Facilitating 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 by:

1.5.1. Working 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.

1.5.2 Demonstrating knowledge and appropriate use of services relevant to the client/family

1.5.3 Attending relevant ward rounds/case conferences and family meetings

## **2. Communication**

The Speech Pathologist Grade 1 will demonstrate significant communication skills and the ability to negotiate and consult widely at all levels through:

2.1. Maintaining timely, effective and professional oral and written communication at all levels within MBPH, and with external professional and organisations as required.

## **3. Service Planning and Coordination**

The Speech Pathologist Grade 1 will demonstrate an understanding of the factors affecting healthcare and apply this knowledge to improve services and health outcomes at MBPH through:

3.1. Demonstrating knowledge of relevant business plans and contributing to the development of the work area

3.2. Actively contributing to the preparation for, and the achievement of, the National Safety and Quality Health Service Standards.

3.3. Demonstrating a basic knowledge of the public health system, and its financial and structural arrangements.

3.4. Actively participating in any Allied Health programs, education or meetings as appropriate or as delegated by the allied health manager and/or program manager.

3.5. Participating in at least one quality improvement activity per rotation and maintaining a portfolio.

3.6. Maintaining active participation on committees and working parties as required.

3.7. Applying Mildura Base Public Hospital policies, procedures and guidelines in practice.

## **4. Information Management**

The Speech Pathologist Grade 1 will ensure information is managed in line with organisational, allied health and discipline standards by:

4.1. Meeting the documentation requirements for all programs.

4.2. Completing required statistical records for client related and other activities within the specified timeframes.

4.3. Participating 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 Speech Pathologist Grade 1 will demonstrate a commitment to, and responsibility for, individual professional development through:

5.1. Participating in, and meeting the standards of, the MBPH Allied Health Credentialing and Scope of Practice policy document.

5.2. Actively participating in training and professional development as required to achieve the service and program objectives of MBPH.

5.3. Actively participating in the coordination of at least one CPD activity per year.

5.4. Undertaking mandatory training within the required timeframes.

5.5. Actively participating in the allied health and discipline specific orientation, induction, mentorship, supervision, and performance management programs, and seeking assistance where needed

5.6. Establishing, maintaining and fulfilling a personal professional development plan with identified learning needs and goals to extend clinical knowledge and skills, to be reviewed annually at the Performance Review and Development Plan meeting (annual appraisal).

5.7. Monitoring new developments in allied health through journal review, attending and presenting at departmental in-services and attending other relevant internal and external educational opportunities.

5.8. Actively participating in the support and development of staff.

## **6. Teaching and Training**

The Speech Pathologist Grade 1 will participate in training, teaching and research programs by:

6.1. Assisting in relevant research activities under the guidance of senior staff or management.

6.2. Participating in the supervision and teaching of Speech Pathology students

## **GENERAL RESPONSIBILITIES**

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.



Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group'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. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital 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).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

## **KEY SELECTION CRITERIA**

### **Essential:**

- Bachelor of Speech Pathology or equivalent
- Evidence of eligibility for membership of Speech Pathology Australia (SPA)

### **Desirable:**

- Ability to work effectively and collaboratively in a multi-disciplinary, multi-functional environment
- Demonstrated effective written and oral communication skills
- Demonstrated time management skills to manage a caseload, meet deadlines, maintain schedules, set goals/objectives, as required
- Proficient information technology skills in email, internet and word

### **Personal Qualities, Knowledge and Skills:**

- A personal approach that is positive, enthusiastic, friendly and helpful
- Ability to interact and communicate with a diverse range of people at all levels
- Ability to work collaboratively in a team as well as independently
- A willingness and ability to learn
- Ability to give excellent customer service to both internal and external customers
- Flexibility to operate in an environment of change and continuous improvement.

## **MANDATORY REQUIREMENTS**

### **National Police Record Check**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

### **Working with Children Check**

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

### **Registration with Professional Association**

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.

### **Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

### **Drivers Licence**

A current Victorian driver's licence is required for this position

*All Mildura Base Public Hospital 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 Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*

## POSITION DESCRIPTION

<b>Position:</b>	Speech Pathologist – Grade 2
<b>Division:</b>	Allied Health
<b>Unit:</b>	Community Services
<b>Enterprise Agreement</b>	ALLIED HEALTH PROFESSIONALS (VICTORIAN PUBLIC HEALTH SECTOR) SINGLE INTEREST ENTERPRISE AGREEMENT 2020-2021
<b>Reports to:</b>	Allied Health Manager

### MILDURA BASE PUBLIC HOSPITAL

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### VISION





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### MISSION

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### VALUES

 Responsiveness	<p><b>Responsiveness:</b> Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.</p>
 Integrity	<p><b>Integrity:</b> Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.</p>
 Impartiality	<p><b>Impartiality:</b> Making decisions and providing advice on merit and without bias, favouritism or self- interest; objectively considering all relevant facts and fair criteria.</p>

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 Human Rights	<p><b>Human Rights:</b> Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.</p>

## THE ALLIED HEALTH TEAM

The Allied Health team at Mildura Base Public Hospital comprises of over 30 staff including Physiotherapy, Occupational Therapy, Speech Pathology, Dietetics, Social Work and Allied Health Assistants. Allied Health clinicians are valued within the organisation and all disciplines report to an Allied Health Manager, who is an Allied Health Professional. The diversity of the workload for an Allied Health Professional is a key benefit within our organisation.

## THE POSITION

The Mildura Base Public Hospital Speech Pathology Department provides services across acute and sub-acute settings. The Grade 2 Speech Pathologist is a valuable member of the Allied Health team and contributes to patient care at Mildura Base Public Hospital (MBPH) by providing high quality speech pathology services within a multidisciplinary setting.

The purpose of this Grade 2 Speech Pathology position is:

- To provide comprehensive speech pathology services to patients within the designated caseload in inpatient and outpatient services
- To provide support, supervision and direction to Grade 1 speech pathologists, students and allied health assistants as required
- To contribute to the development of the speech pathology service, as well as the general allied health department as appropriate

## KEY RESPONSIBILITIES AND DUTIES

### 1. Clinical



The Speech Pathologist Grade 2 will demonstrate and apply clinical competence through:

1.1. Providing client focused assessment, treatment/intervention and consultative clinical services in cooperation with the multi-disciplinary team.

1.2. Taking 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. Facilitating 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. Working 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. Demonstrating knowledge and appropriate use of services relevant to the client/family.

1.4.3. Attending relevant ward rounds/case conferences and family meetings.

1.4.4. Ensuring 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. Engaging in clinical work that is guided by evidence-based practice and in which outcomes are monitored and modifications made as required.

1.4.6. Implementing complex treatments / intervention plans based on assessment.

1.4.7. Managing time and prioritising competing demands so that clinically appropriate care is delivered in a timely fashion, and non-clinical deadlines and responsibilities are met.

1.4.8. Meeting discipline specific requirements as designated by the senior speech pathologist or allied health manager.

## **2. Communication**

The Speech Pathologist Grade 2 will demonstrate significant communication skills and the ability to negotiate and consult widely at all levels through:

2.1. Maintaining timely, effective and professional oral and written communication at all levels within MBPH, and with external professional and organisations as required.

2.2. Demonstrating skills in negotiation and conflict resolution.

## **3. Service Planning and Coordination**

The Speech Pathologist Grade 2 will demonstrate an understanding of the factors affecting healthcare and apply this knowledge to improve services and health outcomes at MBPH through:

- 3.1. Contributing to, and demonstrating accountability in, the development of the work area and the Speech Pathology Department Business Plan.
- 3.2. Actively contributing to the preparation for, and the achievement of, the National Safety and Quality Health Service Standards.
- 3.3. Demonstrating an understanding of the public health system, and its financial and structural arrangements.
- 3.4. Actively contributing in any Allied Health programs, education or meetings as appropriate or as delegated by the allied health manager and/or program manager.
- 3.5. Participating in quality improvement activities as appropriate and maintaining a portfolio.
- 3.6. Maintaining active participation on committees and working parties as required.
- 3.7. Applying Mildura Base Public Hospital policies, procedures and guidelines in practice.

#### **4. Information Management**

The Speech Pathologist Grade 2 will ensure information is managed in line with organisational, allied health and discipline standards by:

- 4.1. Meeting the documentation requirements for all programs.
- 4.2. Completing required statistical records for client related and other activities within the specified timeframes.
- 4.3. Participating 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 Speech Pathologist Grade 2 will demonstrate a commitment to, and responsibility for, individual professional development through:

- 5.1. Participating in, and meeting the standards of, the MBPH Allied Health Credentialing and Scope of Practice policy document.
- 5.2. Actively participating in training and professional development as required to achieve the service and program objectives of MBPH.
- 5.3. Actively participating in the coordination of at least one CPD activity per year.
- 5.4. Undertaking mandatory training within the required timeframes.
- 5.5. Actively participating 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 MBPH personnel as required.

5.6. Establishing, maintaining and fulfilling a personal professional development plan with identified learning needs and goals to extend clinical knowledge and skills, to be reviewed annually at the Performance Review and Development Plan meeting (annual appraisal).

5.7. Monitoring new developments in allied health through journal review, attending and presenting at departmental in-services and attending other relevant internal and external educational opportunities.

5.8. Actively participating in the support and development of staff, including formal clinical supervision when appropriate.

## 6. Teaching and Training

The Speech Pathologist Grade 2 will participate in training, teaching and research programs by:

6.1. Assisting in relevant research activities under the guidance of senior staff or management.

6.2. Assist in the supervision and teaching of Speech Pathology students and staff

## GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group'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. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital 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).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

## KEY SELECTION CRITERIA

### Essential:

- Bachelor of Speech Pathology or equivalent
- Evidence of eligibility for membership of Speech Pathology Australia (SPA)
- Demonstrated knowledge, skills and experience appropriate to Grade 2 Speech Pathologist

### Desirable:

- Ability to work effectively and collaboratively in a multi-disciplinary, multi-functional environment
- Demonstrated effective written and oral communication skills
- Experience with clinical or student supervision
- Demonstrated time management skills to manage a caseload, meet deadlines, maintain schedules, set goals/objectives, as required
- Proficient information technology skills in email, internet and word

**Personal Qualities, Knowledge and Skills:**

- High level of self-confidence
- Ability to interact and communicate with a diverse range of people at all levels
- Ability to work collaboratively in a team as well as independently
- A personal approach which is positive, enthusiastic, friendly and helpful
- A willingness and ability to learn
- Ability to give excellent customer service to both internal and external customers
- Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills
- Flexibility to operate in an environment of change and continuous improvement.

**MANDATORY REQUIREMENTS**

**National Police Record Check**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

**Working with Children Check**

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**Registration with Professional Association**

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.

**Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

**Drivers Licence**

A current Victorian driver’s licence is required for this position

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## POSITION DESCRIPTION

<b>Position:</b>	Speech Pathologist – Grade 3
<b>Division:</b>	Allied Health
<b>Unit:</b>	Community Services
<b>Enterprise Agreement</b>	ALLIED HEALTH PROFESSIONALS (VICTORIAN PUBLIC HEALTH SECTOR) SINGLE INTEREST ENTERPRISE AGREEMENT 2020-2021
<b>Reports to:</b>	Allied Health Manager

### MILDURA BASE PUBLIC HOSPITAL

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### VISION





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### MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

### VALUES

 <p>Responsiveness</p>	<p><b>Responsiveness:</b> Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.</p>
 <p>Integrity</p>	<p><b>Integrity:</b> Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.</p>
 <p>Impartiality</p>	<p><b>Impartiality:</b> Making decisions and providing advice on merit and without bias, favouritism or self- interest; objectively considering all relevant facts and fair criteria.</p>

 Accountability	<p><b>Accountability:</b> Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.</p>
 Respect	<p><b>Respect:</b> Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.</p>
 Leadership	<p><b>Leadership:</b> Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.</p>
 Human Rights	<p><b>Human Rights:</b> Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.</p>

## THE ALLIED HEALTH TEAM

The Allied Health team at Mildura Base Public Hospital comprises of over 30 staff including Physiotherapy, Occupational Therapy, Speech Pathology, Dietetics, Social Work and Allied Health Assistants. Allied Health clinicians are valued within the organisation and all disciplines report to an Allied Health Manager, who is an Allied Health Professional. The diversity of the workload for an Allied Health Professional is a key benefit within our organisation.

## THE POSITION

The Mildura Base Public Hospital Speech Pathology Department provides services across acute and sub-acute settings. The Grade 3 Speech Pathologist is a valuable member of the Allied Health team and contributes to patient care at Mildura Base Public Hospital (MBPH) by providing high quality speech pathology services within a multidisciplinary setting.

The purpose of this Grade 3 Speech Pathologist position is:

- To provide a comprehensive speech pathology service to patients within inpatient and outpatient services
- To provide support, supervision and direction to Grade 1 and 2 Speech Pathologists, students and allied health assistants as required
- To contribute to the development of the speech pathology service in line with organisational goals

## KEY RESPONSIBILITIES AND DUTIES

### 1. Clinical

The Speech Pathologist Grade 3 will demonstrate and apply clinical competence through:

- 1.1. Take a clinical lead role, demonstrating specialist knowledge and depth of experience.
- 1.2. Spend 60% of time in client activity, the other 40% in non-clinical duties (refer to items 3 to 6 below).
- 1.3. Facilitating 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. Working 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. Demonstrating knowledge and appropriate use of services relevant to the client/family.
  - 1.4.3. Attending and be actively involved in relevant ward rounds, case conferences, family meetings and team administrative meetings.
  - 1.4.4. Ensuring 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. Engaging in clinical work that is guided by evidence-based practice and in which outcomes are monitored and modifications made as required.
  - 1.4.6. Implementing complex treatments / intervention plans based on assessment.
  - 1.4.7. Managing time and prioritising competing demands so that clinically appropriate care is delivered in a timely fashion, and non-clinical deadlines and responsibilities are met.
  - 1.4.8. Meeting discipline specific requirements as designated by the allied health manager.

## **2. Communication**

The Speech Pathologist Grade 3 will demonstrate significant communication skills and the ability to negotiate and consult widely at all levels through:

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

## **3. Service Planning and Coordination**

The Speech Pathologist Grade 3 will demonstrate an understanding of the factors affecting healthcare and apply this knowledge to improve services and health outcomes at MBPH through:

- 3.1. Contributing to, and demonstrating accountability in, the development of the work area and the Speech Pathology Department Business Plan.
- 3.2. Actively contributing to the preparation for, and the achievement of, the National Safety and Quality Health Service Standards.



3.3. Demonstrating an understanding of the public health system, and its financial and structural arrangements.

3.4. Actively contributing in any Allied Health, program or unit meetings as appropriate or as delegated by the allied health manager and/or program manager.

3.5. Take a lead role (planning, implementing and monitoring) in a minimum of one documented quality improvement project every half yearly and maintaining a portfolio.

3.6. Active participation on committees and working parties as required.

3.7. Applying Mildura Base Public Hospital policies, procedures and guidelines in practice.

#### **4. Information Management**

The Speech Pathologist Grade 3 will ensure information is managed in line with organisational, allied health and discipline standards by:

4.1. Meeting the documentation requirements for all programs.

4.2. Completing required statistical records for client related and other activities within the specified timeframes.

4.3. Participating 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 Speech Pathologist Grade 3 will demonstrate a commitment to, and responsibility for, individual and departmental professional development through:

5.1. Participating in, and meeting the standards of, the MBPH Allied Health Credentialing and Scope of Practice policy document.

5.2. Actively participating in training and professional development as required to achieve the service and program objectives of MBPH.

5.3. Actively participating in the coordination of at least one CPD activity per year.

5.4. Undertaking mandatory training within the required timeframes.

5.5. Actively participating 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 MBPH personnel as required.

5.6. Establishing, maintaining and fulfilling a personal professional development plan with identified learning needs and goals to extend specialist clinical knowledge and skills, to be reviewed annually at the Performance Review and Development Plan meeting (annual appraisal).

5.7. Monitoring new developments in allied health through journal review, attending and presenting at departmental in-services and attending other relevant internal and external educational opportunities.

5.8. Actively participating in the support and development of staff, including formal clinical supervision and conducting annual Performance Review and Development Plan meetings (annual appraisal) when appropriate.

5.9. Integrate new learning into practice both individually and more broadly where required. This will be demonstrated by evidence presented at the annual Performance Review and Development Plan meeting (annual appraisal).

## 6. Teaching and Training

The Speech Pathologist Grade 3 will participate in training, teaching and research programs by:

6.1. Assisting in relevant research activities under the guidance of senior staff or management.

6.2. Assist in the supervision and teaching of Speech Pathology students and staff

## GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group'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. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital 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).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

## KEY SELECTION CRITERIA

### Essential:

- Bachelor of Speech Pathology or equivalent
- Evidence of eligibility for membership of Speech Pathology Australia (SPA)
- Demonstrated knowledge, skill and experience appropriate to a Grade 3 Speech Pathologist in order to plan and organise an effective Speech Pathology service

### Desirable:

- Flexibility and adaptability within the work environment to allow strong performance both autonomously and within a multi-disciplinary team
- Demonstrated high levels of interpersonal and communication skills
- Demonstrated initiative and creative thinking
- Demonstrated high level of knowledge and skills in the relevant clinical areas
- Demonstrated commitment to quality improvement
- Demonstrated ability to meet deadlines

**Personal Qualities, Knowledge and Skills:**

- High level of self-confidence
- Ability to interact and communicate with a diverse range of people at all levels
- Ability to work collaboratively in a team as well as independently
- A personal approach which is positive, enthusiastic, friendly and helpful
- A willingness and ability to learn
- Ability to give excellent customer service to both internal and external customers
- Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills
- Flexibility to operate in an environment of change and continuous improvement.

**MANDATORY REQUIREMENTS**

**National Police Record Check:**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

**Working with Children Check:**

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined “child-related role” at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

**Registration with Professional Association:**

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.

**Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

**Drivers Licence:**

A current Victorian driver’s licence is required for this position

*All Mildura Base Public Hospital 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 Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*