

## Allied Health, Scientific & Technical Position Description

Employment Agreement:	Allied, Public Health and Technical MECA
Position Title:	<b>Speech-language Therapist</b>
Service & Directorate:	Strategy Primary and Community
Location:	Dunedin
Reports to:	Unit Manager
DHB Delegation Level:	N/A
Number of direct reports:	Nil
Date:	July 2020

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing  
We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
<p>Allied Health, Scientific and Technical professionals work in health care teams providing a range of diagnostic, technical, therapeutic and direct patient care and support services that are critical to the other health professionals they work with and the communities they serve.</p> <p>This role will work collaboratively with all health professionals as well as the wider multi-disciplinary team throughout the SDHB in a way that is consistent with the Organisation’s vision and values. This way of working will ultimately benefit all our patients and communities.</p>

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn’t misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
<b>Managing diversity</b>	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities irrespective of age and gender; supports equal and fair treatment and opportunity for all
<b>Priority Setting</b>	Spends own time and the time of others on what is important; can quickly sense what will help or hinder when seeking to accomplish goals; eliminates roadblocks; creates focus
<b>Problem Solving</b>	Uses logic and established processes to solve difficult problems and achieve effective solutions; can see hidden problems; Is excellent at honest analysis; looks beyond the obvious ; doesn’t stop at the first answers

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> <li>• AHS&amp;T Professional Leaders (PLs)</li> </ul>	<ul style="list-style-type: none"> <li>• Clients, patients, families, whanau and caregivers</li> </ul>
<ul style="list-style-type: none"> <li>• Multi-disciplinary colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Services from the community, funding bodies, student or intern clinical liaison staff</li> </ul>
<ul style="list-style-type: none"> <li>• Operational manager</li> </ul>	<ul style="list-style-type: none"> <li>• Primary care - GPs, other medical staff</li> </ul>
<ul style="list-style-type: none"> <li>• AHST Professional Development Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant professional organisations</li> </ul>
<ul style="list-style-type: none"> <li>• Administration staff</li> </ul>	<ul style="list-style-type: none"> <li>• Other service providers</li> </ul>

**PERSON SPECIFICATION:**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>Must be an AHS&amp;T professional (see profession specific role descriptor for details) and/or be committed to completing appropriate training to become an AHS&amp;T professional</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>A high level of interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Knowledge and Skills:</b>	<ul style="list-style-type: none"> <li>Ability to work in a supportive and honest manner</li> <li>Ability to motivate</li> <li>Able to gain peer credibility and respect</li> <li>Accept responsibility for own actions</li> <li>Possess the ability to problem solve and demonstrate initiative</li> </ul>	

**KEY RESULT AREAS:**

<b>Key Accountabilities:</b>	<b>Example of successful delivery of duties and responsibilities</b>
<b>Clinical Practice</b>	
<b>Legislative requirements</b> <ul style="list-style-type: none"> <li>Practise in accordance with relevant legislation, codes, policies etc. and upholds consumer rights</li> <li>Uphold professional code of ethics</li> </ul>	<ul style="list-style-type: none"> <li>You adhere to professional and legislative standards of practice</li> <li>You work according to the scope of your Annual Practising Certificate</li> </ul>
<b>Assessments and interventions</b> <ul style="list-style-type: none"> <li>Undertake accurate and comprehensive assessments and evaluations</li> <li>Plan and implement appropriate interventions</li> <li>Provide relevant education - including any relevant alternative options - in a format that can be clearly understood</li> <li>Collaborate with patients to set realistic, patient-centred outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Your interventions are realistic and based on best practice</li> <li>You use standard measurement tools and equipment as set down by departmental or professional protocols</li> </ul>
<b>Documentation</b> <ul style="list-style-type: none"> <li>Maintain confidentiality of patient information and documentation</li> <li>Adhere to SDHB's documentation standards</li> </ul>	<ul style="list-style-type: none"> <li>Your documentation is timely, clear, concise and accurate</li> </ul>
<b>Culturally Sensitive Practice</b> <ul style="list-style-type: none"> <li>Practices in a culturally safe manner</li> </ul>	<ul style="list-style-type: none"> <li>You assist patients to gain appropriate support and representation which reflects their cultural needs and preferences.</li> </ul>
<b>Professional Responsibilities</b>	
<b>Working in a collegial manner</b> <ul style="list-style-type: none"> <li>Contribute to the support and education of colleagues and students to enhance development of the profession</li> </ul>	<ul style="list-style-type: none"> <li>You have formal and informal systems in place for supporting colleagues</li> <li>You maintain supervision records for students</li> <li>You participate as a team member to ensure the best outcomes for patients/ people</li> </ul>

<ul style="list-style-type: none"> <li>Participate in and contribute to the functioning of the team</li> <li>Establish and maintain an effective working relationship with other staff</li> </ul>	
<p><b>Evidence-based practice and research</b></p> <ul style="list-style-type: none"> <li>Consistently refer to and relate practice to literature and research</li> <li>Critique, discuss and disseminate evidence based best practice</li> <li>Reflect on and evaluate the effectiveness of own practice</li> </ul>	<ul style="list-style-type: none"> <li>You implement evidence-based best practice procedures and guidelines</li> <li>You updates your knowledge related to best practice guidelines and area of practice</li> <li>You maintain a professional portfolio or participate in an approved CPD programme (as per professional requirements)</li> </ul>
<p><b>Time management</b></p> <ul style="list-style-type: none"> <li>Manage own time adopting a disciplined approach to establishing and following identified role-related priorities</li> </ul>	<ul style="list-style-type: none"> <li>Your tasks are scheduled and completed in a timely manner</li> </ul>
<p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>Develop and maintain professional competency</li> <li>Appraisal, peer review, observed practice or other professional audits as applicable</li> <li>Develop both personally and professionally to meet the changing needs of your career and profession</li> </ul>	<ul style="list-style-type: none"> <li>You hold current registration where applicable or as required</li> <li>You maintain an up-to-date professional development plan</li> </ul>
<b>Other Duties</b>	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> <li>You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>You produce work that complies with SDHB processes and reflects best practice.</li> <li>Research undertaken is robust and well considered.</li> <li>Live and support the DHB values in everything you do.</li> </ul>
<b>Professional Development – self</b>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> <li>Training and development goals are identified/agreed with your manager.</li> <li>Performance objectives reviewed annually with your manager.</li> <li>You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> <li>You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures.</li> <li>You actively encourage and challenge your peers to work in a safe manner.</li> <li>Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
<b>Treaty of Waitangi</b>	
<p>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.</p>	<ul style="list-style-type: none"> <li><i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared</li> </ul>

	<p>enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</p> <ul style="list-style-type: none"> <li>• <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.</li> <li>• <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul>
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Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

.....  
Employee

.....  
Date

.....  
Manager

.....  
Date

## AHST Profession Role Descriptor:

<b>Profession Title: Speech-language Therapist</b>	
<b>Key Relationships</b>	
<b>Internal</b> AHS&T Professional Leaders (PLs ) Multidisciplinary colleagues Operational Manager AHS&T Professional Development Facilitator Administration staff	<b>External</b> Clients, patients, families, whānau and caregivers Services from the community, funding bodies, student or intern clinical liaison staff Primary care - GPs, other medical staff Relevant professional organisations Other service providers
<b>Professional Requirements And Role Specific Requirements</b>	
<p><b>Professional requirements</b></p> <ul style="list-style-type: none"> <li>The appointee will hold a degree in Speech-language Therapy and be eligible for Registered Member APC with the New Zealand Speech-language Therapy Association</li> <li>All Speech-language Therapists must maintain a continuing education/professional development record</li> </ul> <p><b>Role Specific Requirements</b></p> <p>This position involves working with adults who have impairments of communication and swallowing. It is based in the SLT team at Dunedin Hospital, on the second floor of the Clinical Services Block with cover provided to the acute inpatient wards and outpatient clinics. Dunedin Hospital offers the opportunity to work in a variety of acute ward settings. Outpatient clinics for a range of client groups (e.g. videofluoroscopy; voice, head and neck cancer) are also provided from this site and there is the potential for this position to be involved with some of these clinics.</p> <p>Being a part of the Speech-language Therapy team in Dunedin means that you will be willing to work enthusiastically across the continuum of patient care. As such, movement across sites/clinical areas may occur in a planned and supported fashion to allow for skill development and sustained, high quality SLT service provision.</p> <ul style="list-style-type: none"> <li>Facilitate an appropriate and high quality Speech-language Therapy process for service users/patients</li> <li>Be able to work actively and co-operatively in a multidisciplinary team and liaise appropriately with relevant health care professionals, service managers and organisations</li> <li>Be an active participant in the continual development and improvement of Speech-language Therapy service within the Allied Health Unit and other settings as applicable, and to the profession of Speech-language Therapy in directing professional development and personal growth</li> <li>Be familiar with and prescribe adaptive equipment (e.g. dysphagia utensils) and communication aids within the parameters of relevant funding sources for patients</li> <li>Complete relevant documentation in the clinical record, electronic data and statistics</li> <li>Assist in the support and mentoring of students/new graduates/other staff as required</li> <li>Assist with cover for workload in other areas as directed/required</li> <li>Be trained in dysphagia and able to demonstrate competency in dysphagia assessment, treatment and management</li> <li>Be able to progress through Videofluoroscopy competencies</li> <li>Have an appropriate presentation and standard of personal care and grooming</li> <li>Perform other duties relevant to the position as required</li> <li>Must have and maintain a full NZ current driver's licence</li> </ul>	

I have read and understand the above position description and role descriptor:

Name: \_\_\_\_\_ (Please Print)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_