Position Description

1. General Information

Position Title:	Speech Pathologist
Division/Department:	Epworth Rehabilitation & Mental Health
Position Reports to:	Manager, Speech Pathology and Dietetics, Continuing Care and Support Services /Deputy/Grade 3 Senior Clinician or other as delegated by Manager
Enterprise/Individual Agreement:	Epworth HealthCare Allied Health Professionals Enterprise Agreement 2022
Classification/Grade:	Grade 1: HP12 – HP17
Location:	Camberwell
Employment Status:	Part Time
Key Relationships - internal and external	• Patients and family members & visitors • Multi-disciplinary team members and Nursing staff • Rehabilitation Consultants, Medical Staff & VMO's • External service providers and referrers

2. Overview of Epworth HealthCare

Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Guided by our purpose to deliver world-class, personalised care, we provide exceptional care across hospitals, clinics, community services and home-based settings.

Our vision, **Exceptional care. For life,** reflects our commitment to supporting people to live well and stay well through every stage of life, combining outstanding clinical care with leading research, education and innovation.

Everything we do is guided by our values of **Compassion, Accountability, Respect and Excellence**, which shape how we care for patients, work together and serve our communities. More information can be found on the Epworth website.

3. Epworth 2030 Strategy

All roles at Epworth contribute to the successful delivery of the **Epworth 2030 strategy,** which sets our direction for the future through three strategic priorities:

- **Excellence in care, every time.**

Uncompromising standards delivering safe, consistent, high-quality care. No exceptions.

- **Growth with purpose.**

Intentional growth in the services, specialties and settings our communities need most, at a scale that sustains investment, innovation and quality. Growth that gives back: as a not-for-profit, every dollar we earn is reinvested in care.

- **A place where great people do great work.**

Where our staff and doctors are backed to set the standard for exceptional healthcare.

4. Purpose of the Position

To provide optimal Speech Pathology services and positive clinical outcomes to the patient ensuring long-term health and wellbeing that is consistent with Epworth HealthCare's Vision and Values. Working within a multidisciplinary team, provide effective clinical, educational, emotional support and holistic best practice care to the patient and the family. Promote excellence to our customers and the marketplace and support colleagues by sharing knowledge and expertise.

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
Leadership and culture	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
Consumer Partnerships	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
Effective Workforce	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
Clinical Safety and Effectiveness	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
Risk Management	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
Clinical Care/Professional Practice • Ensure optimal level of function and independence for all patients in the clinical caseload by appropriate assessments and treatments, provided in both individual and group sessions • Assess and evaluate patient in relation to communication, cognitive, and swallowing abilities and upon diagnosis determine appropriate treatment • Establish and maintain appropriate standards of practice relating to patient admission, assessment, treatment, family liaison and discharge planning • Implement, monitor and modify treatment programs within the clinical area as appropriate using a patient centred evidence informed practice model of care	• Appropriate standards of practice relating to assessments and treatments are implemented in a timely manner • Compliance with mandatory and team based documentation in patients' medical record within agreed timeframes • Direct patient care provided within allocated time frames from referral to treatment and within funding parameters • Timely intervention is provided to support the team in achieving patients length of stay goals

• Demonstrate empathy and compassion and encourage patient and family members participation in all stages of care • Practise in accordance with the National Safety and Quality Health Services(NSQHS) Standards • Maintain patient confidentiality as prescribed by the relevant acts and organizational policies and procedures • Understand and implement Epworth HealthCare Policies and Procedures and departmental work place instructions • Contribute to the development and maintenance of new and established clinical services within Speech Pathology and the broader team	• Sound relationships are developed and maintained with customers, family and colleagues • Patient satisfaction results meet organisational targets Compliance with NSQHS and clinical competencies • Compliance with accepted professional standards and Code of Ethics • Compliance with legislative and common law requirements including Privacy Act and Health Records Act • Adherence to all Epworth Policies and Procedures
Team Work /Communication • Actively participate as a member of the department and multidisciplinary team • Provide positive and constructive feedback to other team members	• Collaborate effectively with all other team members and external agencies for efficient patient management • Attendance and active participation in departmental and multidisciplinary team meetings
Continuous Quality Improvement • Actively participate in quality activities ensuring opportunities for improvement are actively explored and best practice is achieved • Provide suggestions and feedback to consistently improve service delivery, clinical practice and patient satisfaction • Promote and enhance Epworth HealthCare and the department's positive image within the community	• Evidence of participation in quality enhancement activities • Quality projects are completed within agreed time frame • Demonstrated commitment to Australian Commission on Safety and Quality in Health Care, National Safety and Quality HealthCare Services (NSQHS) Standards • Departmental resources, equipment and educational information are maintained and updated
Personal and Professional Development • Participate in ongoing professional development by upgrading clinical competencies and knowledge and participating in both internal and external educational opportunities • Actively participate in Performance Development Plan annually and evaluate personal performance and plan self-development	• Participation in Speech Pathology Week • Attendance at external professional development/educational forums • Participate in in-service and education activities and events • Completion of performance review and development plan

• Educate and support AHA staff and students as required • Contribute to student development programs as directed	
Customer Service Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers. Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees. Provide excellent, helpful service to patients, visitors and staff Communicate with clear and unambiguous language in all interactions, tailored to the audience Build customer relationships and greet customers and patients promptly and courteously Actively seek to understand patients' and their family's (customers) expectations and issues	• Patient and customer service satisfaction surveys within agreed targets • Patients are given the opportunity to actively participate in their treatment planning and implementation • Use AIDET principles in all interactions • Issues or concerns are proactively escalated to the manager and resolved in a timely manner • Compliments recorded on Riskman Consistently meet or exceeds the expectations of our patients and customers at all times • Awareness of Epworth HealthCare's complaints process and assistance provided to patients if required
Safety and Wellbeing Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan	• Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth OHS policies, protocols and safe work procedures • Mandatory training completed at agreed frequency

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	**Essential** • Bachelor of Speech Pathology or equivalent degree • Eligible for membership with Speech Pathology Australia (SPA)
Previous Experience	**Essential** • Relevant experience in a hospital, rehabilitation or community setting **Desirable**
Required Knowledge & Skills	**Essential** • An understanding of relevant assessment tools and interventions • Well-developed organisational and planning skills • Ability to interact and collaborate with all members of a multidisciplinary team • Good verbal and written communication and presentation skills • Innovative, proactive and creative attitude to problem solving • Excellent computer literacy including MS Office Word & Excel • Knowledge and understanding of the National Standards and ACHS Accreditation Standards • Customer service focus in service provision and evaluation **Desirable** • Skills in conflict resolution and ability to manage challenging behaviour • Knowledge of medico-legal and health and safety issues as they relate to health care • Appropriate knowledge of community resources and services • Ability to drive a motor vehicle and holds a full current driver's licence
Personal Attributes & Values	**Essential** • Professional Development is regarded as a priority

All employees are expected to consistently work in accordance with Epworth's values and behaviours Compassion Accountability Respect Excellence	• Ability to work autonomously • Sensitive to the psychosocial implications of illness • Sensitive to cultural, racial and gender differences • Helpful and professional manner • Flexibility to assist others within the department and across sites as required **Desirable** • Flexible and available to be on call and to work weekends as required

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
August 2016	November 2026	Manager, Speech Pathology & Dietetics Continuing Care & Support Services

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____ Date: _____