

## Job Description

### Speech and Language Therapist

#### Occupational & Speech Language Therapy Department

<b>Position Title:</b>	Speech and Language Therapist
<b>Organisation Unit:</b>	Speech Language Therapy, Directorate of Medical and Elder services
<b>Location:</b>	Whangarei Hospital, Te Whatu Ora Te Tai Tokerau
<b>Responsible to:</b>	Team Leader, Occupational and Speech Language Therapy, Te Whatu Ora Te Tai Tokerau
<b>Primary Functions of the Position:</b>	Assessment and treatment of designated inpatients or out patients with communication and swallowing disorders

#### Functional Relationships

The Speech and Language Therapist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> <li>• Patients and their families/whanau</li> <li>• Ward staff</li> <li>• Other Te Whatu Ora Te Tai Tokerau Speech Language therapists</li> <li>• Speech Language Therapy Professional Advisor</li> <li>• Other health service providers e.g. CARS team and occupational therapists</li> </ul>	<ul style="list-style-type: none"> <li>• Referrers</li> <li>• Community agencies and their representatives, e.g. Stroke Foundation, Parkinson's Association, etc.</li> <li>• External service providers and equipment suppliers e.g. Talk Link</li> </ul>

## Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
<b>Tāngata i te tuatahi</b> People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
<b>Whakaute (tuku mana)</b> Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
<b>Manaaki</b> Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
<b>Whakawhitiwhiti Kōrero</b> Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
<b>Te Hiranga</b> Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Speech Language Therapist encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Clinical Practice
- Professional Practice
- Contribution to Clinical and Department Teams
- Professional development
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora management processes and procedures</li> <li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li> <li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>• Attend the Te Whatu Ora Te Tai Tokerau Te Tiriti o Waitangi Training</li> </ul>

Key Responsibility Area	Expected Outcomes
Clinical Practice	<ul style="list-style-type: none"> <li>• Referrals are responded to in a timely manner</li> <li>• Practice follows DHB clinical guidelines and priorities, and standards of practice endorsed by NZSTA are met</li> <li>• Practice takes into consideration the patients physical, emotional, cognitive, occupational, family and cultural needs</li> <li>• Practice reflects active partnership with the client</li> <li>• Clinical documentation reflects the therapeutic process and meets documentation standards.</li> <li>• Patient/whanau/carer is provided with adequate, appropriate information to make informed decisions and understand treatment requirements</li> <li>• Maintain effective communication with patients, families team members</li> <li>• Undertake duties necessary to continue provision of Speech Language Therapy services in the absence of other staff.</li> <li>• Maintain current knowledge of best practice,</li> <li>• Give advice to others in area of clinical expertise.</li> </ul>
Professional practice	<ul style="list-style-type: none"> <li>• Adhere to professional ethics, legislative requirements, Te Whatu Ora, and department policies and processes.</li> <li>• Prioritise and manage time effectively, achieving balance of clinical, administrative, service and professional elements</li> <li>• Work with other speech language therapists to develop and maintain professional guidelines, standards, and protocols;</li> <li>• Provide supervised fieldwork opportunities for students as agreed with the manager and professional advisor.</li> <li>• Collect and submit accurate and timely statistical information directed</li> </ul>
Contribute to Clinical and Department Teams	<ul style="list-style-type: none"> <li>• Foster effective workplace interpersonal relationships within the wards and the department.</li> <li>• Communicate effectively with manager and team members</li> <li>• Adhere to Te Whatu Ora Te Tai Tokerau department values.</li> <li>• Undertake administrative tasks as required to facilitate the smooth running of the department.</li> <li>• Contribute to planning and development of the Speech-Language Therapy service</li> </ul>
Professional development	<ul style="list-style-type: none"> <li>• Actively participate in regular formal clinical supervision</li> <li>• Participate in peer review. and required audits</li> <li>• Attend approved training opportunities; conferences, courses, seminars. and in services and share learning with colleagues</li> <li>• Complete annual Continuing Professional Development Record for the NZSTA</li> <li>• Complete Te Whatu Ora Te Tai Tokerau required training and compliance activities</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>• Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>• Practicing and observing safe work methods;</li> <li>• The use of safety equipment;</li> <li>• Reporting unsafe conditions or equipment; and</li> <li>• Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>

Key Responsibility Area	Expected Outcomes
Privacy and Confidentiality	<ul style="list-style-type: none"> <li>Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau</li> <li>Complete mandatory induction training on Privacy responsibilities</li> </ul>

### Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

### Person Specification

#### Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>Degree in Speech Language Therapy or equivalent</li> <li>Membership of NZSTA</li> <li>Current NZ Driver's License or International Driver's Permit</li> </ul>	<ul style="list-style-type: none"> <li>Specialized courses completed in related fields, e.g. dysphagia, voice, aphasia</li> </ul>

#### Experience

Essential	Desirable
	<ul style="list-style-type: none"> <li>Has experience working with adults in a hospital setting</li> <li>Postgraduate experience in treating neurologically based communication disorders.</li> <li>Postgraduate experience in treating dysphagia</li> </ul>

## Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none"><li>• Te Tiriti o Waitangi and its application to the health setting</li><li>• Privacy Act (2020) and Health Information Privacy Code (2020)</li><li>• Health and Safety at Work Act 2015</li></ul>	<ul style="list-style-type: none"><li>• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)</li><li>• New Zealand Council of Healthcare Standards</li></ul>

## Skills & Personal Attributes

Skills
<ul style="list-style-type: none"><li>• Ability to empathise and communicate effectively with patients, particularly elderly, and their families/whanau in a culturally safe manner.</li><li>• Ability to work autonomously, and within a team, managing own time and workload within determined timeframes.</li><li>• Ability to establish and maintain effective working relationships with other healthcare providers and education professionals</li><li>• Effective time management and prioritization skills.</li><li>• Well-developed English Language Communication Skills (Oral and Written).</li></ul>

Personal Attributes
<ul style="list-style-type: none"><li>• Flexibility and willingness to assist colleagues</li><li>• Positive attitude to health care</li><li>• Commitment to professional development and to continuous quality improvements</li><li>• Willingness to travel within the Te Tai Tokerau district</li></ul>

## Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: \_\_\_\_\_

Signature of  
employee:

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Date:

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