



POSITION DESCRIPTION

Team	Speech and Language Therapy
Position Title	Speech and Language Therapist
Reports to	Clinical Coordinator Dietetics and Speech and Language Therapy
Role Summary	<p>Your position works principally within the department or service specified above, however you may be required to undertake duties in other areas of the organisation which promote the efficient and effective operation of Whanganui District Health Board which reasonably fall within the general parameters of this position.</p>
Purpose of the Position	<p>To provide a Speech and Language Therapy service to patients across the age spectrum within Whanganui District Health Board as required. The Speech and Language Therapist role is responsible for the assessment and treatment of communication and swallowing difficulties in a broad range of settings and will provide detailed assessment, intervention, and plan to monitor and evaluate outcomes tailored to service users who are referred to the service for Whanganui District Health Board inpatient, outpatient or community services.</p> <p>The Speech and Language Therapists work within the Multi-Disciplinary Teams and in partnership with individuals, whanau, communities in states of health and disease to support optimal health and well-being. The position integrates with other specialty services in hospital inpatient wards, specialist outpatient clinics and community services inclusive of paediatrics and child development, rehabilitation, general medical, surgical, oncology, critical care and neurology.</p> <p>The position is expected to provide services to where the need is required across the District Health Board and may be allocated to other sites where WDHB operates. Staff could be allocated to and/or rotated between specific and general services or facilities determined by service requirements.</p>
Direct Reports	<ul style="list-style-type: none"> None
Delegated Authorities	<p>Financial</p> <ul style="list-style-type: none"> None <p>Staff</p> <ul style="list-style-type: none"> None
Registration/ Scope of Practice	<p>You must be able to demonstrate that you are registered with the New Zealand Speech Therapist Association and that your scope of practice enables you to undertake the duties of this position.</p>



HE HĀPORI ORA - THRIVING COMMUNITIES

NGĀ MOEMOEĀ ME NGĀ TINO WHĀINGA - OUR VISION AND MISSION

OUR VISION: *He Hāpori Ora - Thriving Communities*

The people in Whanganui District Health Board rohe live their healthiest lives possible in thriving communities.

OUR MISSION: *Kia tāea e te whānau me te hāpori i tōna ake tino rangatiratanga*

Together we build resilient communities, empowering whānau and individuals to determine their own wellbeing.

NGĀ UARĀTANGA - OUR VALUES



Aroha

The value of love, respect and empathy, demonstrating compassionate and non-judgemental relationships.

Closely interlinked with: **Rangimārie** – humility, maintaining composure, peace, accountability and responsibility
Mauri – life's essence and balance.

Kōtahitanga

The value of unity and vision sharing where we demonstrate trust and collaboration.

Closely interlinked with: **Whanaungatanga** – spiritual wellness, relationships, beliefs, knowing who you are and what to do

Mana tangata – dignity, respect, protections, safety and acceptance.

Manaakitanga

The value of respect, support and caring where we demonstrate doing our very best for others.

Closely interlinked with: **Kaitiakitanga** – protection, maintaining values and taking care of people and things
Tikanga Māori – guiding protocols and principles for how we do things.

Tino Rangatiratanga

The value of self-determination where we empower individual/whānau choice.

Closely interlinked with: **Wairuatanga** – spiritual wellness, relationships and beliefs

Whakapapa – whānau-centred approach which achieves equity in health outcomes for Māori.



Key Performance Indicators		
Key Accountabilities (Key areas of your focus)	Tasks (How you achieve)	Performance Indicators (How you will be measured)
Clinical Accountabilities	<ul style="list-style-type: none"> Practices in accordance with contractual and referrer requirements, with Speech Therapy Association Board Professional Standards & Competencies, Code of Ethics and Conduct and relevant legislation. Promotes and integrates into practice effective communication and evidence-based best practice models in a manner that the service user determines as culturally safe. Delivers a high standard of care and leads clinical practice initiatives that enhance patient care. Able to complete video fluoroscopic studies according to New Zealand protocols. Competent in managing patients with dysphagia. Takes professional responsibility for managing own clinical case load with increasing complexity and be able to independently adapt and make decisions regarding treatment / intervention and identify where additional clinical support is required and seek this support. Practices in partnership with the service user, acknowledging whānau perspectives and supports their participation in services. Identifies opportunities for rongoa (traditional Māori medicine) to be an effective contributor to health and wellbeing. Integrates Māori approaches such as whakawhanaungatanga/building authentic meaningful relationships. 	<ul style="list-style-type: none"> Demonstrated caseload management in line with service criteria and within expected time frames. - Accurately logging of daily activity. Evidence of advice sought and referrals to other support services are made where further or ongoing support is required. Service user's records show ethnicity is identified and recorded correctly. Demonstrated safe practice is maintained in line with WDHB and department policies i.e. infection control, risk identification, informed consent. Regular attendance and active contribution to MDT (leads as appropriate), clinics, case review / conferences, service planning and professional development activities. Completed Allied Health Documentation Audit at least once per annum: All criteria are met. A summary of individual results is reflected on at performance development meeting. Evidence of treatment / intervention plans reviewed and documentation of expected outcomes against goals. Evidence captured in current performance and peer review of: Self-reflection on clinical and cultural best practice. Service User goals include what is valuable to the individual / Whānau and meet their self-identified needs. Te Whāre Tapa Whā is evident in treatment planning. Demonstrated interactions relaying, complex, sensitive and

	<ul style="list-style-type: none"> ▪ Provide comprehensive effective and timely nutritional assessments, with an equity lens to identify health needs/priorities, and plan and establish individualised, treatment plans and goal setting in partnership with people and whānau. ▪ Successful and creative teaching programmes are developed for individual patients/carers which improve health status and prevents deterioration. ▪ Identifies and creates opportunities to promote health literacy and the provision of culturally competent treatment processes to improve outcome of care. ▪ Enables culturally appropriate patient care ensuring the service user and whānau voice is provided for, and understanding of the diverse needs of Māori and Pacific populations by liaising through effective team coordination and advocacy with the relevant cultural and spiritual unit to provide appropriate support. ▪ Completes documentation consistent with legal and organisational requirements, including gaining consent, treatment plans and goals and completes daily data entry. ▪ Actively contributes to MDT teams and case conferences to ensure the delivery of a coordinated multidisciplinary service. ▪ Develop and maintain good working relationships with non-government agencies and voluntary groups. Refer clients to other agencies as appropriate. ▪ Communication with supporting services within WDHB are developed and maintained. 	<p>professional information and accountability for practice</p> <ul style="list-style-type: none"> ▪ Shows evidence of integrating actions into own clinical practice to reduce health inequities for people and whānau. ▪ Has awareness of local, sub regional and regional situation in relation to health and social support, and the impact on service provision. ▪ Audited notes ensure WDHB documentation guidelines are met. ▪ SLT assessments and treatment are within agreed District health Board contractual guidelines.
Leadership and Management	<ul style="list-style-type: none"> ▪ Demonstrates effective time management and prioritisation of caseload, to optimise service 	<ul style="list-style-type: none"> ▪ Leads, regularly attends and actively contributes to relevant department, clinical and team

	<p>quality and assists others with this.</p> <ul style="list-style-type: none"> ▪ Contributes towards efficient workflow by delegating appropriate work to other Allied Health staff when applicable. ▪ Legislative requirements for the collection, use and storage of health and disability information are met. ▪ Creates opportunities for the practice of cultural beliefs, wairuatanga (spirituality), cultural considerations and tikanga in the practice setting. ▪ Reflects on service provision and promotes innovation. ▪ Engages and leads initiatives on behalf of clinical or professional team. ▪ Clinical Practices have been considered and the concepts within the Bicultural Model of Care applied. ▪ Engages with Kaupapa Māori services and referral pathways available for our population. ▪ Develop and foster a positive work culture based on WDHB values. 	<p>meetings.</p> <ul style="list-style-type: none"> ▪ Example of identified opportunities for service provision and innovation. ▪ Daily activity logged demonstrates time allocated effectively. ▪ Documentation audits occur at least once per annum. ▪ Example of bicultural practice included and reflected on in performance appraisal / peer review. ▪ Has self-identified and organised own mandatory education and performance development. ▪ Supports others in bicultural clinical practice. ▪ Provides clear delegation of tasks as per Allied Health policy: ▪ Ensures delegated tasks are appropriate and understood. ▪ Documentation / sign off is completed.
Teaching and Learning	<ul style="list-style-type: none"> ▪ Demonstrates commitment to the ongoing development and practice of the profession. ▪ Maintains competence to practice through identification of learning needs, reflective practice and continuing professional development (CPD) activities. ▪ Participates in increasing knowledge base within the team by sharing appropriate information / skills to promote quality interventions / outcomes. ▪ Supports the supervision of students in accordance with organisation / service agreements with ▪ relevant tertiary organisation / departmental guidelines and relevant Codes of Safe Practice. ▪ Enhances own professional development and the skill base 	<ul style="list-style-type: none"> ▪ Practise supervision occurs as per NZSTA requirements. ▪ NZ Speech Therapy Association Annual Practicing Certificate is renewed. ▪ Keep professional CPD log as per NZSTA requirements. ▪ Maintaining professional competencies as per NZSTA requirements. ▪ Essential skills checklist completed, presented at appraisal and maintained as evidence of completion of mandatory training as applicable for the role. ▪ Delivers education in the direct clinical area and discipline specific education across DHB and community teams. ▪ Annual performance development review and professional development plan is initiated and occurs annually inclusive of

	<p>of the team.</p> <ul style="list-style-type: none"> ▪ Demonstrates commitment and application of Treaty of Waitangi and cultural competency within practice setting. ▪ Assists new entry practitioners where the complexity of the service users past medical history and / or current presentation is beyond their clinical experience. ▪ Provides supervision and support for colleagues or other Allied Health Staff. ▪ Updates knowledge of assessment and treatment techniques and developments in specific discipline. ▪ Complies with all safe work procedures, policies and instructions. ▪ Reports all incidents hazards and injuries to supervisors in a timely manner. ▪ Actively participate in the ongoing development of safe workplace practices in Whanganui District Health Board. 	<p>cultural and clinical best practice.</p> <ul style="list-style-type: none"> ▪ Agreed identified training / development is completed within the required time frame. ▪ Provides regular professional supervision and peer review. ▪ Primary responsibility, supervision and assessment is undertaken of at least one student annually, when applicable to service. ▪ Demonstrates individual responsibility for induction training, supervision and assessment of new entry practitioners delegated by the Professional Leader/ Coordinator/Manager.
Service Improvement and Research	<ul style="list-style-type: none"> ▪ Participates/ contributes / initiates or leads quality improvement and clinical governance activities. ▪ Contributes to annual planning process, including identifying gaps in service and contributing or leading work / projects that may result from the planning process. ▪ Recognises cultural risk for service users and whānau and takes the appropriate action to ensure the environment is safe for service users, whānau and staff. 	<ul style="list-style-type: none"> ▪ Participates/ contributes / initiates or leads quality improvement and clinical governance activities. ▪ Contributes to annual planning process, including identifying gaps in service and contributing or leading work / projects that may result from the planning process. ▪ Recognises cultural risk for service users and whānau and takes the appropriate action to ensure the environment is safe for service users, whānau and staff.

My Capability & Personal Qualities

To be effective and succeed in this role it is expected that you will have the following proven capabilities:

Essential

- New Zealand Bachelor Speech Language Therapy or equivalent
- Eligible for NZSTA Membership
- Evidence of experience working as a Speech Language Therapist in a

hospital setting

- Must be fully vaccinated against Covid-19.
- Demonstrate experience in working in a multidisciplinary team in both adult and paediatric settings
- Evidence of experience in dysphagia assessment and management
- Cultural awareness and understanding of health, disability and illness issues for individual clients.
- Effective interpersonal and communications skills and able to relate well with people of all ages and background.
- Demonstrates flexibility, adaptability and enthusiasm.
- Empowering approach to others and a good team player.
- Proven record of reliability and punctuality.
- Commitment to ongoing self-development.
- Current / restricted full driver's license.
- Professional attitude and appearance.
- Meets the statutory and organisational requirements for working with children, as per the
- Children's Act 2014 and Whanganui District Health Board policy, including a satisfactory police check and other safety checking processes.

Desirable

- Working knowledge and application of Microsoft Office including Word, Excel, PowerPoint
- Have an understanding of other professional roles and knowledge of the NZ healthcare.
- Membership with New Zealand Speech Therapists Association

My Relationships to Nurture

It is the responsibility of each WDHB employee to establish and maintain positive, healthy, collaborative and constructive partnerships with leaders, managers, clinicians, support staff and administrators and relevant external networks; stay abreast of, and contribute to local, regional and national health care activities and initiatives.

Internal

- Multi-disciplinary teams
- Other Allied Health teams
- Service users and Disability Support Clients

External

- Family and Whānau
- Carers
- General Practice Teams
- Community Healthcare Providers including home based community support services
- Other DHBs

My Wellbeing, Health & Safety

Safety starts with each of us:

- No business objective will take priority over health and safety
- Most incidents are preventable
- While management have ultimate accountability, each of us is responsible for our own health & safety as well as that of our colleagues, patients, visitors and contractors
- Every individual should feel safe in their workplace
- It is everyone's responsibility to work safely. This requires us to be proactive, flexible and resilient; anticipate hazards and events and:
- resolve risks and hazards yourself if that's the right thing to do

- speak up so that we can resolve this as a team
- report all health and safety concerns
- if you're not sure what to do refer to the relevant policy and procedure
- Our people prevent incidents and determine whether we work safely. Our people therefore are the solution to ensure as many things as possible go right, that we learn from events and adjust the way we work for the conditions. Staying safe only succeeds because individuals and teams adjust to and meet the conditions at work
- Each of us is responsible to take care of ourselves and each other so we can take care of others.

Physical Attributes	<p>We will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.</p> <ul style="list-style-type: none"> ▪ Ability to move about and undertake necessary duties in clinics, and offices within Whanganui Health and throughout the community. ▪ Ability to stand, walk, sit, stretch, twist, bend, lift/move objects. ▪ Manual dexterity sufficient to drive a motor vehicle, operate equipment including computer, other clerical items, weighing scales and enteral feeding equipment. ▪ Visual ability sufficient to drive, read, write/record, and operate equipment enabling accurate performance of essential job duties. ▪ Hearing and speech sufficient to enable direct and telephone communication with clients, caregivers and co-workers. ▪ Competent cognitive skills to be able to concentrate on the task in hand – an integrated sensory system. ▪ Must be adaptable and able to function under rapidly changing and demanding conditions. ▪ A high degree of mental concentration and related abilities is required. ▪ Some repetitive activities are involved in writing reports and other repeated duties. ▪ Skin condition should allow contact with water, soap/disinfectant soap. ▪ Freedom from colonisation or infection with MRSA. ▪ Absence of a health condition which could increase appointee's susceptibility if exposed to infections more frequently than in daily living. ▪ The appointee's health condition should not result in undue hazard to the worker, client or others as a result of exposure to blood, body fluids/waste or infectious disease (Note Whanganui Health's Policy for Work Restriction of Staff with Communicable Disease especially Skin Appendix.
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Approved:

Manager		Date	
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Accepted:

Employee		Date	
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