

# Position Description

## Grade 2 Speech Pathologist

<b>Classification:</b>	VW1-4
<b>Business unit/department:</b>	Speech Pathology Department
<b>Work location:</b>	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
<b>Employment type:</b>	Fixed-Term Full-Time
<b>Hours per week:</b>	40
<b>Reports to:</b>	Manager, Speech Pathology
<b>Direct reports:</b>	nil
<b>Financial management:</b>	nil
<b>Date:</b>	01/02/26-31/01/28

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

- To provide Speech Pathology assessment and management of communication and swallowing difficulties to patients of Austin Health
- To perform the duties of this position efficiently to the standards of the department and the organisation

### About the Department

This position is based within the Speech Pathology Department. This department forms part of the Division of Allied Health. The Division of Allied Health comprises the following:

- **Allied Health** - Physiotherapy, Social Work, Speech Pathology, Occupational Therapy, Nutrition and Dietetics, Orthotics & Prosthetics, Clinical and Neuropsychology (Royal Talbot site) and Creative and Leisure Services
- **Pastoral Care**
- **Language Services**

- **Tracheostomy Review and Management Service**

The Speech Pathology Department is committed to providing a comprehensive and innovative service to clients with communication and/or swallowing disorders. In realising this goal, the department will lead and excel in research, teaching and the use of evidence-based practice.

The Speech Pathology Department provides services on all three campuses of Austin Health, across all Clinical Service Units (CSU). The department offers acute adult inpatient, adult rehabilitation and paediatric and outpatient services. Speech Pathologists also work in specialist multidisciplinary services, including the Developmental Assessment Program (DAP), the Voice Analysis Clinic (VAC), the Memory Clinic, the Swallowing and Nutrition Clinic, and the Tracheostomy Review and Management Service (TRAMS).

This Grade 2 Speech Pathologist will work closely with other Speech Pathologists and support staff working at Austin Health. This position will rotate across sites and workloads at the Austin Hospital, Heidelberg Repatriation Hospital and Royal Talbot Rehabilitation Centre. The Speech Pathologist employed in this position reports to the Manager of Speech Pathology and is expected to travel across campus as required

### **Position responsibilities**

#### **Clinical**

- Provide assessment and management of inpatients on nominated wards with communication and swallowing disorders independently, including participation in a weekend roster when required.
- Provide cover for other clinicians as required on either campus
- Identify patients who require objective assessment of swallowing via videofluoroscopy and/or FEES
- Advise family and team members regarding the patient's communication/swallowing disorders, prognosis and management
- Participate in ward, team and family meetings as required
- Make appropriate recommendations/referrals for further management in the community
- Maintain required clinical records
- Enter referrals and reviews into Cerner to assist with handover and to collect activity data
- Advise the Speech Pathology Manager of appropriate equipment for service and use
- Provide input into discussions regarding goals and objectives for programs and the department
- Abide by Austin Health corporate policies and practices as varied from time to time
- Perform other activities as requested by the Speech Pathology Manager
- Undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer.

#### **Professional Development**

- Maintain a high standard of knowledge by participation in relevant professional development activities
- Participate in department performance appraisal, supervision and Professional Development Planning process

#### **Teaching and Training**

- Provide education and training to other health professionals, students and others both within the organisation and externally, where appropriate, on issues pertaining to Speech Pathology



Our actions  
show we care



We bring  
our best



Together  
we achieve



We shape  
the future

[austin.org.au](http://austin.org.au)

## Selection criteria

### Essential knowledge and skills:

- A commitment to Austin Health values
- Experience in the assessment and management of patients with a wide range of neurological and medical diagnoses
- Experience in the assessment and safe management of dysphagic patients with varying aetiologies
- Ability to undertake instrumental swallowing assessment
- Demonstrated ability to work independently
- Demonstrated flexibility and independence in caseload management, in particular an ability to manage a busy and varied caseload
- Strong organisational and time management skills
- Ability to function effectively as a team member
- Demonstrated commitment in maintaining up to date knowledge of current literature
- Effective written and verbal communication skills
- Demonstrated initiative and openness to communicate and discuss ongoing clinical issues and decisions with other department members

### Desirable but not essential:

- Experience in the management of ENT/laryngectomy patients
- Knowledge and experience in the use of FEES
- Experience with the management of patients with tracheostomy and ventilation
- Demonstrated evidence of professional initiatives over the past twelve months
- Demonstrated ability to recognise, analyse and manage conflict in a complex working environment
- Experience in the supervision of students

## Professional qualifications and registration requirements

- Approved degree in Speech Pathology or equivalent and eligible for certified practising membership of Speech Pathology Australia

## Quality, safety and risk - all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Actively participate in the ongoing identification, assessment, treatment and prevention of risks.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Develop, promote and participate in the evaluation and continuous improvement processes.



Our actions  
show we care



We bring  
our best



Together  
we achieve



We shape  
the future

- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.
- Adhere to Occupational Health and Safety procedures including infection control within the department and Austin Health and to practise these at all times with patients
- Participate in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management

## Other conditions - all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.
- Undertake not to reveal to any person or entity any confidential information relating to patients, employees, policies, and processes and do not make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



Our actions  
show we care



We bring  
our best



Together  
we achieve



We shape  
the future