



THE QUEEN ELIZABETH HOSPITAL BOARD

JOB DESCRIPTION

JOB TITLE:	Speech Therapist
SALARY SCALE:	Z10-6(Q.B) Z5-1
DEPARTMENT:	Physiotherapy Department
REPORTS TO:	Head, Physiotherapy Department
DIRECT REPORT:	Radiographer

JOB SUMMARY

Under general supervision, advises about and treats patients with speech, language and communication problems, as well as swallowing, eating or drinking difficulties. He/she will deliver speech therapy services to adults and children through effective evaluation, planning and treatment of speech disorders.

MAJOR DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

1. Assesses, evaluates and administers various forms of treatment for speech disorders resulting from illness, accident, disability, acquired disorders or congenital/emotional problems;
2. Consistently follows-up with patients regarding progress and re-evaluates and revises treatments where necessary;
3. Advises and educates patients and their families about the patient's condition, the treatment advised and the developmental expectations;
4. Liaises with doctors, physiotherapists, family members and others involved in the care of patients with speech therapy needs, and identifies and assists in devising a plan to mitigate barriers to achievement of goals where applicable;
5. Communicates significant changes in patients' condition to all relevant caregivers (doctors, family, etc.)
6. Keeps accurate records of care plan and administered care;
7. Assists in the compilation of statistics for the department;
8. Assists in orientation, training, instruction and supervision of new staff/students as appropriate;
9. Consults with the Head of Department for advice and clarification of concerns to ensure that all queries are adequately addressed;
10. Analyses and interprets data to aid in diagnosis, research and instruction;
11. Operates and performs preventative maintenance and troubleshooting on a wide variety of speech therapy equipment - including executing routine checks of instruments prior to use for proper functioning and cleanliness;
12. Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors;
13. Maintains confidentiality of patient information;

14. Participates in routine in-service training, continuing education and other education where applicable;
15. Keeps up-to-date with healthcare techniques and developments within the specialty and the general healthcare environment;
16. Ensures compliance to quality, health, safety and environmental standards;
17. Using customer service skills, establishes and maintains effective working relationships with the technologists/technicians under their charge, other employees, officials and members of the general public;
18. Performs any other related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of safe and effective speech therapy practices and protocols
2. Sound knowledge of quality assurance protocols and practices
3. Thorough knowledge of safety and infection control procedures and practices
4. Good interpersonal and communication skills
5. Good decision-making and problem-solving skills
6. Good organization and prioritization skills
7. Ability to perform assigned tasks according to exactly prescribed procedures and to make accurate observations of results
8. Ability to work independently or as part of a team
9. Ability to operate speech therapy equipment used in patient treatment
10. Ability to be patient, supportive and emotionally strong when working with patients
11. Ability to deal sensitively with patients who have high levels of anxiety, frustration and aggression caused by pain or speech disorders
12. Ability to function efficiently in demanding, fast-paced environments

REQUIRED TRAITS

- Co-operation
- Confidentiality
- Dedication
- Dependability
- Empathy
- Flexibility and Adaptability
- Ethical
- Patience
- Respect

EDUCATION AND EXPERIENCE

A degree or diploma in Speech Therapy and not less than four years' experience is required.

Automatic advancement beyond the Qualification Bar is permitted on the acquisition of a postgraduate degree in Speech Therapy or Audiology.