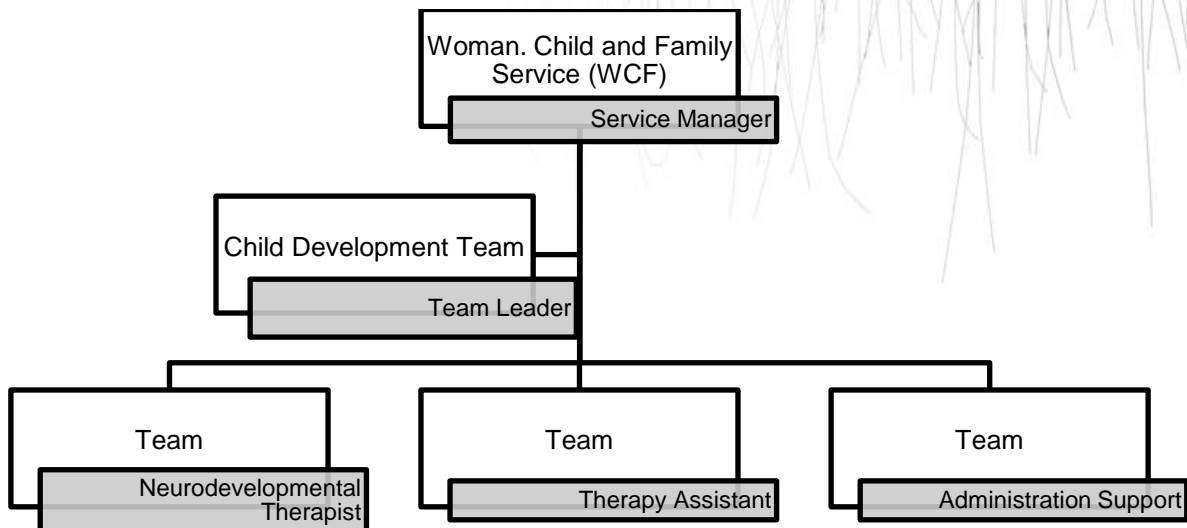


## POSITION DESCRIPTION

<b>Position:</b>	[Speech language Therapist ]	
<b>Responsible To:</b>	[ Team Leader, Child Development Team ]	
<b>Direct Reports:</b>	[Nil ]	
<b>Location:</b>	Rotorua & Taupo ]	
<b>Functional Relationships:</b>	<b>Internal:</b> <b>Administration Staff</b> <b>Allied Health Staff</b> <b>Medical Staff</b> <b>Nursing Staff</b> <b>Other Departments</b> <b>Paediatricians</b> <b>Paediatric Staff</b> <b>Professional Advisor, SLT</b> <b>Radiology</b> <b>Visiting Neurodevelopmental Therapists ]</b>	<b>External:</b> [Patients / Clients Community Agencies Ministry of Education – Special Education ]
<b>Financial Delegations:</b>	[Nil]	
<b>Date:</b>	[ ]	



**Primary purpose(s) of the position**  
 To provide the Rotorua population serviced by CDT, Lakes District Health Board (DHB) with an effective and efficient speech-language therapy service that assists individuals to maximise their communication potential. This includes the identification, remediation and prevention of problems interfering with effective swallowing, feeding and communication ]

Key Objectives	Description	Expected Outcomes
(Clinical)	To provide prompt assessment, diagnosis and treatment of clients referred	<ul style="list-style-type: none"> <li>Assess all Rotorua-based children aged 0-3 years who meet CDT service specifications including children who are at risk of developmental delay or disability.</li> <li>Information with regard to differential diagnosis to be made available to health professionals.</li> <li>Therapy programmes reflect realistic goals for children and their families to meet current needs and in line with current best practise.</li> </ul>
	To provide reassessment for clients as appropriate	<ul style="list-style-type: none"> <li>To provide on going assessment of children and evaluation of their programmes</li> </ul>
	To work effectively as a member of the Multi-Disciplinary Team (MDT).	<ul style="list-style-type: none"> <li>Work as part of the Woman, Child and Family (WCF) Service, Child Health Team to provide comprehensive assessment and intervention to a child and family.</li> <li>Attendance at individual case meetings, team meetings and referral meetings as appropriate.</li> </ul>
	To make appropriate decisions and arrangements for discharge and transfer of patients.	<ul style="list-style-type: none"> <li>Awareness of boundaries of service and interface with Lakes DHB hospital-based SLT and Ministry of Education (MOE) - special education SLT.</li> <li>Transfer of treatment/management to a SLT employed by the MOE – Special Education for children over three years with on-going speech and language difficulties.</li> <li>Transfer of treatment/management to the Rotorua Hospital SLT, for children over three years with on-going feeding difficulties.</li> <li>Transfer of referrals to the Rotorua Hospital SLT for specialised cases e.g. tracheostomies, cleft of lip and palate, etc. for on-going management of feeding and speech-language difficulties.</li> <li>Where a patient is transferred to another area covered by a different DHB or institution, transfer is made to the SLT employed by that hospital or institution.</li> </ul>
(Administrative)	Organisation of caseload and management of clinical time.	<ul style="list-style-type: none"> <li>Patients are seen according to their needs and in consultation with CDT clinicians.</li> </ul>
	Provide accurate statistical information as requested by CDT and SLT.	<ul style="list-style-type: none"> <li>Statistics to record daily contacts are completed accurately and promptly</li> </ul>
	Careful records kept of individual patient assessments, treatment, results and management decisions.	<ul style="list-style-type: none"> <li>Clinical assessment, progress and discharge reports are completed within the timeframes based on national standards for SLT.</li> </ul>
	Report writing.	<ul style="list-style-type: none"> <li>Therapy/progress notes are kept up to date accurately and objectively.</li> </ul>
	Attendance at organisational meetings	<ul style="list-style-type: none"> <li>Information disseminated through departmental meetings, NZSTA area meetings</li> </ul>

Key Objectives	Description	Expected Outcomes
		and any other meetings as directed by the Team Leader, CDT and Professional Advisor.
	SLT equipment maintained.	<ul style="list-style-type: none"> <li>All equipment is maintained in clean working condition with support from the Therapy Assistant. Faults reported promptly.</li> <li>New equipment needed to be reported to the Team Leader, CDT as appropriate. Inventory checked annually (Therapy Assistant support).</li> </ul>
<b>Consultative</b>	Liaison with CDT, paediatricians and other related health professionals.	<ul style="list-style-type: none"> <li>All professionals are aware of management of specific patients, appropriate referrals are made.</li> </ul>
	Support and advise patients and carers.	<ul style="list-style-type: none"> <li>Patient and carers are involved in SLT programmes and are in contact with the therapist.</li> </ul>
	Provide appropriate compensatory strategies to facilitate patients' communication to involved individuals.	<ul style="list-style-type: none"> <li>All those involved with the patient are aware of the best methods of communicating with him/her at any time.</li> </ul>
<b>Teaching</b>	To provide SLT information including communication and swallowing/feeding disorders to members of the MDT and other interested groups.	<ul style="list-style-type: none"> <li>New staff are made aware of services and are guided in making appropriate referrals.</li> <li>Increased awareness of problems of the communication impaired/dysphagia patient.</li> </ul>
<b>Service Development</b>	Maintain and increase professional knowledge and skills.	<ul style="list-style-type: none"> <li>Attendance at approved meetings, seminars and conferences.</li> </ul>
	Develop areas of specialisation within the service as appropriate.	<ul style="list-style-type: none"> <li>Offers a specialised, up-to-date service to patients.</li> <li>To ensure an efficient and effective SLT service.</li> </ul>
	To undertake any other duties as may be requested by the Team Leader, CDT.	<ul style="list-style-type: none"> <li>Professional responsibility to Professional Advisor, SLT, Lakes DHB.</li> <li>Service responsibility to Team Leader, CDT.</li> <li>To know, understand and deliver a culturally safe service to CDT, Lakeland Health client group.</li> </ul>
<b>Utilisation of Telehealth</b>	Health care is delivered using digital technology where participants may be separated by time and/or distance	<p><b>ALLIED STAFF</b></p> <ul style="list-style-type: none"> <li>Service provision is in line with the New Zealand Health Strategy and the New Zealand Allied Health Best Practice Guide for Telehealth to provide care "closer to home".</li> <li>Patient centric care which will give patients the option of telephone or video appointments where there is no need for an in-person appointment.</li> </ul>





Capabilities	Capability Definition	Achievement Indicators
<b>Communication and Personal Interaction</b>  <b>Te Ringa Hora</b>  <i>the open hand (denoting someone who is sociable)</i>	<p>Openly communicates and cooperates with all levels of DHB employees, patients and visitors.</p>	<ul style="list-style-type: none"> <li>• Listens actively, absorbs message and responds appropriately.</li> <li>• Builds effective working relationships.</li> <li>• Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situation.</li> <li>• Openly and constructively participates in conversations with MDT, patients, managers and visitors.</li> <li>• Patients and visitors are appropriately welcomed and treated while within the DHB.</li> <li>• Collegiality with team mates and MDT.</li> <li>• Accepts differences of opinion can occur but these happen respectfully and without any continued animosity.</li> </ul>
<b>Strategy &amp; Performance</b>  <b>Te Ringa Raupā</b>  <i>the roughened hand (symbolising a hard worker)</i>	<p>Spends energy on delivering role requirements and meeting objectives.</p> <p>Organises own time to deliver on required tasks and duties.</p>	<ul style="list-style-type: none"> <li>• Has an energetic approach to work and is self motivated.</li> <li>• Accepts direction and instruction of manager but is able to work effectively without direction or guidance</li> <li>• Organises time and resources effectively.</li> <li>• Understands and work towards achievement of the organisation's goals.</li> <li>• On shift is busy completing shift duties.</li> <li>• Utilises effective time management strategies to meet shift duties and works towards achieving objectives in any spare moments.</li> </ul>
<b>Development and Change</b>  <b>Te Ringa Ahuahu</b>  <i>the hand that shapes or fashions something (refers to someone who is innovative)</i>	<p>Accepts change in day to day practices and contributes to decision making of the team.</p> <p>Makes suggestions to increase efficiency of the unit.</p>	<ul style="list-style-type: none"> <li>• Can adjust behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.</li> <li>• Works with managers and team to make any changes within practices work.</li> <li>• Contributes to change processes, offering solution based ideas.</li> <li>• Constructively makes suggestions to improve process or practices and gain efficiencies.</li> <li>• Accepts when ideas are not accepted for implementation.</li> </ul>
<b>Personal Accountability</b>  <b>Te Ringa Tōmau</b>  <i>the hand that is trustworthy</i>	<p>Is open with manager and colleagues and open to accepting feedback and critique to improve upon practice.</p>	<ul style="list-style-type: none"> <li>• Offers constructive criticism and accepts feedback.</li> <li>• Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situations, to allow improvements to be made.</li> <li>• Accepts all feedback and participates in feedback discussions appropriately.</li> <li>• Responds and queries how improvements can be made.</li> </ul>

Capabilities	Capability Definition	Achievement Indicators
	Looks for and undertakes development activities appropriate for role and career development.	<ul style="list-style-type: none"> <li>• Advises manager wherever issues may be impacting on performance.</li> <li>• Recognises areas that could be improved in own practice.</li> <li>• Requests learning and development opportunities to enhance practice in role and/or to assist where improvements can be made.</li> </ul>
<b>Culture and Values</b>  <b>Te Ringa Taurima</b>  <i>the hand that nurtures, encourages, supports</i>	Operates in line with DHB values and expectations and professional codes of conduct.	<ul style="list-style-type: none"> <li>• Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/ customers/ colleagues.</li> <li>• Incorporates the Lakes Way into day to day business activities.</li> <li>• Shows respect for patients, colleagues, Managers and MDT members.</li> <li>• Utilises the Lakes Way Philosophy to engage with patients, visitors and MDT members.</li> </ul>

Compulsory Requirements	Description	Expected Outcomes
<b>Māori Health</b>	Māori philosophies and values of health are demonstrated in work practice.	<ul style="list-style-type: none"> <li>• Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo Hospitals) and Te Whatu Ora Lakes Maori Health division in the planning and delivery of services.</li> <li>• Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori.</li> <li>• Delivery of safe services for Māori are facilitated by ensuring they can access treatment options and are involved in the planning and delivery of their care.</li> <li>• Māori are enabled to access and participate in cultural activities provided by the Te Whatu Ora Lakes.</li> <li>• A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Te Whatu Ora Lakes is shown.</li> </ul>
<b>Te Iti Kahurangi</b>	The Lakes Way, Our Place Our Culture	<ul style="list-style-type: none"> <li>• Works within the Te Iti Kahurangi framework and supporting guide document.</li> </ul>
<b>Record Keeping</b>		<ul style="list-style-type: none"> <li>• Complies with the Te Whatu Ora Lakes Corporate Records Management policy to create and maintain full and accurate records.</li> </ul>
<b>Quality &amp; Risk</b>	Patient safety is paramount to the service we deliver at Te Whatu Ora Lakes. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve.	<ul style="list-style-type: none"> <li>• Employees are supported to lead by example and implement a culture of continuous quality improvement.</li> <li>• Risks that may prevent Te Whatu Ora Lakes from achieving their goals are identified, reported, and managed.</li> <li>• Māori patients are provided patient-centred care to achieve positive Māori health outcomes.</li> <li>• Needs of Māori are reviewed and reported in the further development of practice, process and or policy.</li> </ul>

Compulsory Requirements	Description	Expected Outcomes
<b>Health &amp; Safety</b>	Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines.	<ul style="list-style-type: none"> <li>• Evidence-based methodologies are used to support improvements, e.g. kaupapa Māori methodology.</li> <li>• Quality care is provided to certification standards.</li> <li>• Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Te Whatu Ora Lakes policy and legislative requirements.</li> <li>• Healthy lifestyles are actively promoted and participated in, within the work area.</li> <li>• Employees participate in Health and Safety within areas of work.</li> <li>• Health and Safety activities are appropriately documented within specified timeframes.</li> <li>• Health and Safety policies have been read and understood and are applied in the workplace.</li> <li>• Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately.</li> <li>• Any opportunities for improving Health and Safety are reported and acted upon in a timely manner.</li> <li>• All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.</li> </ul>

**Signatures:**

Line Manager:  
(position description approved): \_\_\_\_\_

Employee:  
(acceptance of position description): \_\_\_\_\_

*(Please also initial all other pages to show acceptance of position description.)*

Person Specification	Essential:	Desirable:
<b>Education and Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ •Current New Zealand driver's license</li> <li>▪ •Degree in Speech-Language Therapy, or equivalent, recognised by NZSTA.</li> <li>▪ • New Zealand Speech and Language Therapy Association (NZSTA) membership.</li> </ul>	▪ [..]
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ • Previous paediatric experience of two years preferred</li> </ul>	▪ [..]

<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Te Tiriti O Waitangi in the provision of health care services and support to Māori.</li> <li>▪ Te Tiriti O Waitangi in practice, process, policy development and decision making.</li> <li>▪ Te Whatu Ora Lakes is a Reorua organisation knowledge and understanding of Te Reo/ Correct pronunciation.</li> <li>• To deliver service in accordance with Lakeland Health bicultural policies</li> </ul>	<ul style="list-style-type: none"> <li>▪ [..]</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Pronunciation of Te Reo Māori words and names</li> <li>•Excellent interpersonal skills.</li> <li>•Effective verbal and written skills.</li> <li>•Self-management skills.</li> <li>•Enthusiastic team member and able to work as part of an interdisciplinary team.</li> <li>•Proven organisational skills.</li> <li>•Professional approach.</li> <li>•Demonstrate cultural sensitivity and awareness of cultural issues..</li> </ul>	
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>▪ Sense of humour</li> <li>▪ Collaborative team approach, team player..</li> </ul>	<ul style="list-style-type: none"> <li>▪ Non-smoker preferred</li> <li>▪ Valid, current Driver's Licence.</li> </ul>



## ABOUT TE WHATU ORA LAKES

At Te Whatu Ora Lakes we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

### VISION

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of well-being, and ora - describing the state of wellness.

### STRATEGIC MISSION

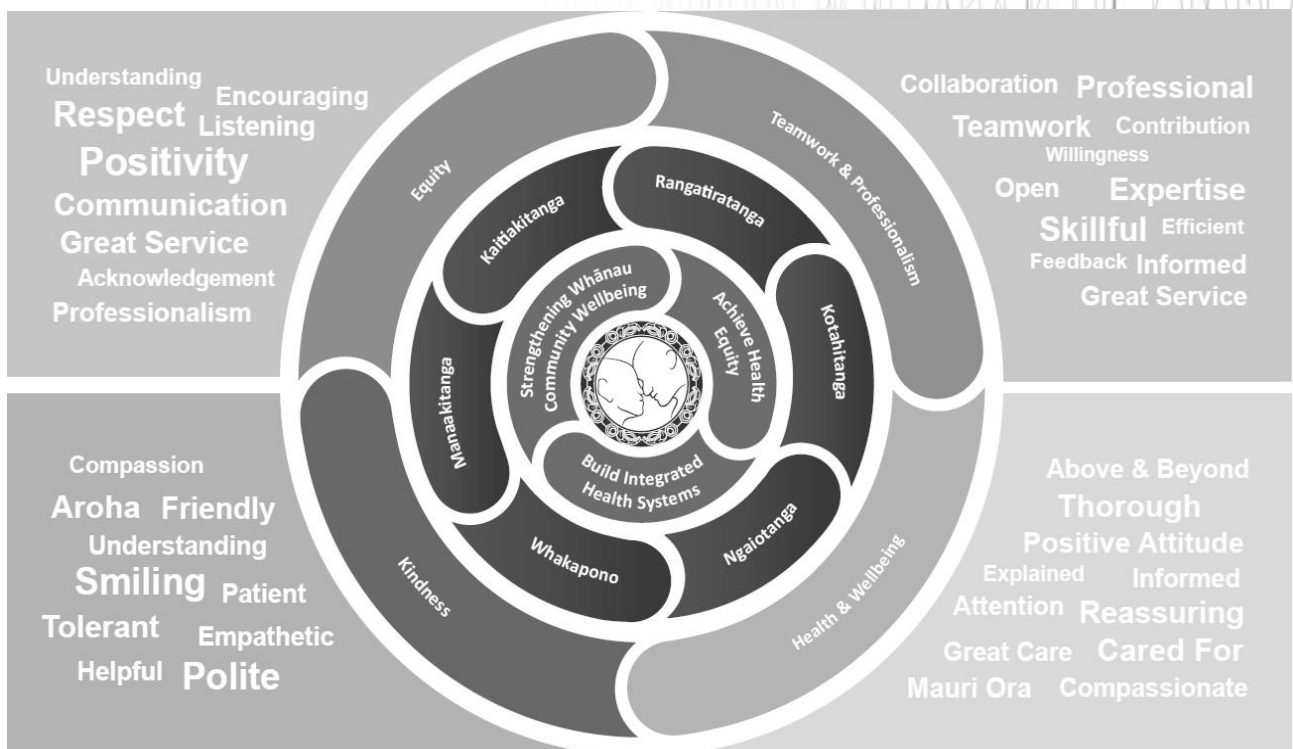


- Achieve equity in Māori health
- Build an Integrated health system
- Strengthen people, whanau & community wellbeing

### THREE CORE VALUES

Manaakitanga	respect and acknowledgment of each other's intrinsic value and contribution
Integrity	truthfully and consistently acting collectively for the common good
Accountability	collective and individual ownership for clinical and financial outcomes and sustainability

### TE ITI KAHURANGI – THE LAKES WAY, OUR PLACE, OUR CULTURE – WE WILL





## TE TIRITI O WAITANGI

### Our expression of Te Tiriti o Waitangi

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

### Mana whakahaere

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

### Mana motuhake

Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives and to live on Māori terms and according to Māori philosophies, values and practices, including tikanga Māori.

### Mana tangata

Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

### Mana Māori

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Te Whatu Ora Lakes is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown's commitment to upholding its Tiriti promises.

## ORGANISATION STRUCTURE

### Te Whatu Ora Health New Zealand Lakes

