POSITION DESCRIPTION

POSITION DETAILS:

TITLE: Speech Language Therapy Advanced Clinician – ORL/Surgical services
REPORTS TO: Clinical Lead for Speech Language Therapy, Clinical Support Directorate
LOCATION: Auckland District Health Board and any other location required where ADHB services are provided
AUTHORISED BY: Chief Health Professions Officer
DATE: March 2017

PRIMARY FUNCTION

The Speech Language Therapy Advanced Clinician is an AH professional providing an advanced level of allied health care and expertise both in direct care delivery and support to other staff. The Advanced Clinician will work primarily in a specific area of practice with a focus on care delivery and will contribute to the profession through the local application of contemporary, evidence based practice and policy that contribute to developing and implementing a high quality service in the area of specialty locally and regionally.

The Speech Language Therapy Advanced Clinician will:

- Provide advanced clinical practice within the nominated area of practice and implement evidence based standards of practice
- Lead the development of local pathways, protocols and guidelines in the specific area of practice
- Provide clinical teaching and support to all relevant stakeholders including patients/clients, family whanau, staff and students, and other health professionals.
- Evaluate service requirements and implement clinical research and audits relevant to the area of practice
- Provide advanced clinical resource within the area of specialty locally and regionally

PURPOSE OF POSITION:

Within the designated specialty area of practice:

- Apply advanced clinical knowledge, skills and clinical reasoning, and provide advanced care to an agreed clinical caseload specific to a defined area of service
- Coordinate, facilitate and model high quality professional and interdisciplinary practice
- Provide advanced clinical support and guidance based on contemporary, responsive evidence based best practice
- Provide clinical teaching to patients/clients, families, whanau, students, staff and other health professionals
- Develop local standards, policies, protocols and resources for relevant groups as required
• Provide clinical leadership by identifying and implementing clinical research, audit and evaluation

**SPECIALTY / ROLE-SPECIFIC DESCRIPTOR**

**PROFESSION:** Speech Language Therapy  
**SPECIALTY AREA:** ORL/Surgical Services  
**OPERATIONAL Reporting:** Clinical Lead, Speech Language Therapy  
**GOVERNANCE Reporting:** Professional Lead, Speech Language Therapy  
**SCOPE OF ROLE:** Local and Regional - Auckland District Health Board and Greater Auckland Region  
**LOCATION:** Auckland District Health Board sites, as required by role  
**TYPE OF ACTIVITY:** The Speech Language Therapy Advanced Clinician – ORL/Surgical Services position works across Head & Neck Cancer, Laryngology & acute surgical services of Auckland District Health Board, the greater Auckland region and New Zealand to provide advanced clinical Speech Language Therapy knowledge, advice and support to promote effective management and Speech Language Therapy practice within the specialty area of ORL/Surgical Services. This may involve case management of patients with complex problems within the area of specialty, and working collaboratively and consultatively with the primary Speech Language Therapist and interdisciplinary team locally and regionally. The main focus of the role is delivery of high quality, evidence based care to patients with a diagnosis of head and neck cancer across both inpatient and outpatient settings. There is also an expectation to deliver advanced clinical care to patients with swallowing, voice, airway or speech impairment resulting from various benign pathologies. It will involve working collaboratively within a multidisciplinary comprehensive care team and building strong working relationships with key external stakeholders. Research, audit and the development of innovative models of practice are key elements of this role.

**KEY EXTERNAL RELATIONSHIPS:**  
Clinicians working in head and neck cancer services locally, regionally and nationally  
Tertiary providers of training in Speech Language Therapy

**KEY ACCOUNTABILITIES:**

**SPECIALIST CLINICAL PRACTICE**

• Maintain a clinical caseload as agreed with line manager applying advanced clinical knowledge and skills to assess, plan, implement and evaluate patients’/clients’ health needs. This may involve case management of patients with complex problems within the area of specialty, and working collaboratively and consultatively with the primary clinician and interdisciplinary team  
• Apply advanced clinical knowledge, clinical reasoning and expertise while modelling evidence based practice  
• Demonstrates advanced level of practice as an autonomous clinician with assessment and management of a range of patients within area of specialty. This may include utilisation of specialist treatment skills and options.  
• Facilitate effective discharge planning and/or referral processes to health care providers/support agencies to meet identified health needs  
• Maintain advanced clinical competencies specific to service needs, the position, the profession and specific registering authority requirements  
• Demonstrate in practice the principles of the Treaty of Waitangi – Partnership, Participation, Protection
• Demonstrate culturally safe practice that encompasses a diverse range of beliefs, values and practices
• Identify and contribute to initiatives to improve health outcomes for Maori and Pasifika populations within the area of specialty
• Facilitate and model interprofessional practice and provide high quality clinical service and patient/client focused care achieving identified outcomes
• Demonstrate an ability to lead and work effectively within a clinical team

CLINICAL LEADERSHIP:
• Provide clinical leadership to optimise health outcomes of patients/clients within the area of specialty
• Role model, enhance and promote practice and contribute to the development of the profession within the defined area of specialty
• Provide advanced clinical teaching to patients/clients, families/whanau, students and staff, and other health professionals, developing resources for relevant groups as required
• Act as an advanced clinical resource providing guidance, advice and education to patients/clients, family/whanau, students, staff and the interprofessional team within specialty area of practice.
• Demonstrate skilled mentoring / coaching, teaching and supervision of students and staff, and other health professionals
• Work collaboratively with regional partners and primary care services relevant to the specific specialty population and foster relationships with professional colleagues and other health care professionals in the primary care setting

PROFESSIONAL GOVERNANCE
• Maintain advanced clinical, cultural, and professional standards and competencies
• Adhere to clinical, organisational and professional body standards of practice and code of ethics including credentialing, supervision and peer review.
• In partnership, fulfil your own responsibilities within ADHB’s performance review process
• Lead by example professional conduct and model ADHB values
• Demonstrate flexible working, skilled time management and organisational skills to meet service needs

QUALITY IMPROVEMENT
• Develop and maintain high quality service delivery in line with operational and strategic direction
• Monitor clinical outcomes/indicators specific to area of specialty
• Lead, facilitate and demonstrate commitment to continuous quality improvement activities
• Ensure contemporary practice is in line with competency frameworks, professional standards of practice, national and international standards and best practice
• Identify barriers and solutions to access for patient/client, family/whanau within area of specialty
• Lead / contribute to projects as agreed with/delegated by line manager
• Lead development of patient/client and staff resources specific to the area of specialty
• Contribute to case reviews and debriefs as required specific to specialty

POLICY AND RISK MANAGEMENT
• Lead and contribute to the development of local and regional evidence based clinical policies, procedures and best practice guidelines within the area of specialty
• Anticipate and identify situations of clinical and organisational risk specific to the area of
specialty and take appropriate actions to ensure a safe environment for patients / clients, families / whanau and staff

RESEARCH AND LEARNING:
- Identify opportunities for and implement clinical audit and research activity that enhances the clinical implementation of evidence-based practice relevant to the area of specialty
- Plan, implement and review Allied Health practice based on evidence based practice
- Presents service development initiatives, clinical audits, research activity regularly at regional fora and sometimes at national level
- Contribute to the development of ADHB as a teaching and learning organisation

Authorities:
This position has the delegated authority as per the Policy manual.

Direct Reports (if applicable): N/A  Budget Accountability (if applicable): N/A

Relationships:
Consultant Otolaryngologists, Laryngology and Head & Neck Fellows, Specialist Registrars & Clinical Nurse Specialists
Speech Language Therapy team, ADHB

External | Internal | Committees/Groups
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- Other professional colleagues across the Auckland region and nationally (and internationally as appropriate)
- Relevant training institutions
- Support Groups
- Professional Associations | - Team Leaders
- Service Manager
- Professional Leader
- Chief Health Professions Officer
- Service Managers
- Relevant Clinical and Nurse Leaders
- He Kamaka Oranga
- Pacific Team
- Other ADHB Operating Units
- Allied Health Staff
- Clinical Multidisciplinary team
- Practice Supervisors across ADHB (intra and inter discipline focus)
- Clients/Customer/Patients | - Quality & Clinical Safety
- Health & Safety
- Any other relevant committees/groups

PERSON SPECIFICATION

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<tr>
<th>Education &amp; Qualifications</th>
<th>Essential</th>
<th>Desired</th>
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<tbody>
<tr>
<td>Professional</td>
<td>- A recognised tertiary Allied Health qualification –</td>
<td>- Relevant clinical post graduate Masters degree or equivalent</td>
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profession specific
• Membership of professional association and/or college
• New Zealand registration and current annual practising certificate (where applicable)
• Relevant clinical post graduate certificate/diploma (PG Dip) or equivalent
• Working towards completion of relevant Masters degree

• Appropriate supervision training or progress towards completion
• Clinical leadership training

| Work Experience | • A total of 6 years postgraduate experience including equivalent of four years full time experience within the area of specialty
• Proven clinical leadership within the area of specialty
• Experience providing adult teaching and knowledge of principles of adult learning
• Significant experience in practice and policy development
• Excellent self management and organisational skills
• Computer literacy in Microsoft Office and clinical applications
| • Proven supervision within own profession and interprofessional
• Proven leadership skills of a team
• Experience leading clinical research, audit and evaluation
• Experience in project management
• Experience leading/supervising staff including an ability to facilitate change
• Knowledge of quality improvement principles and processes

| Professional Development | • Minimum of 100 hours professional development in the area of specialty over the last 3 years
• One peer review within the area of specialty during last 3 years
• Professional portfolio of evidence

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<th>CRITICAL COMPETENCIES</th>
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<td>Competency</td>
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| CLINICAL LEADERSHIP    | • Demonstrated ability to advocate and promote the profession and professional practice
• Ability to operationalise the ADHB vision and values and facilitate change
• Demonstrated ability to lead and develop professional groups aligned to business needs |
| **CLINICAL / OPERATIONAL** | • Collaborates with fellow team members and other work groups to achieve service objectives  
• Supports the cross-functional integration within the service and supports the team during times of transition  
• Manages workload/flow and conflicting demands, identifies and addresses barriers and appropriately manages changing priorities  
• Ability to demonstrate and foster in others: e.g. autonomy, initiative, creativity, and flexibility within a team of colleagues and multi/interdisciplinary teams  
• Supports and encourages staff to continually improve service delivery in line with operational and strategic goals  
• Understands the importance of the patient care process and actively seeks service improvements  
• Ability to critically review own performance and continually improve service delivery  
• Ability to work with equilibrium under pressure and effectively assess their own (and team members) stress levels and identify coping strategies  
• Up to date knowledge of clinical and professional trends  
• Utilise project management skills and methodology |
| **EDUCATION AND CLINICAL TEACHING** | • Utilises knowledge and experience of adult learning theory and practise to create a supportive learning environment and is appropriate to the target audience  
• Demonstrates skilled coaching, mentoring and teaching expertise with staff in one:one and group environments.  
• Written and oral presentation skills are appropriate for a tertiary learning environment |
| **PERSONAL AND PROFESSIONAL CREDIBILITY** | • To be credible to ADHB stakeholders, staff and patients/clients.  
• Ability to maintain effective relationships with key people internal and external to ADHB.  
• Ability to deliver results and establish a reliable track record.  
• Demonstrate effective written and verbal communication skills  
• Ongoing commitment to personal and professional |
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<tr>
<th>SELF MANAGEMENT</th>
<th>development and objectively evaluates performance</th>
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<tr>
<td>• Sets high personal standards</td>
<td>• Displays drive and energy and persists in overcoming obstacles</td>
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<td>• Is proactive and displays initiative</td>
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<td>• Maintains enthusiasm in the face of difficult challenges and seeks alternative strategies to achieve goals</td>
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<td>• Ability to adapt and work effectively within a variety of situations and with various individuals or groups</td>
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<tr>
<th>VALUE DIVERSITY</th>
<th>• Understands the significance of the Treaty of Waitangi</th>
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<td>• Displays cultural sensitivity and values diversity</td>
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<td>• Appreciates insights and ideas of all individuals and work effectively with these differences</td>
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WORKING FOR ADHB – EXPECTATIONS OF EMPLOYEES

CITIZENSHIP

All employees are expected to contribute to the innovation and improvement of Auckland District Health Board as an organisation. This means:

- Using resources responsibly
- Models ADHB values in all interactions
- Maintaining standards of ethical behaviour and practice
- Meeting ADHB’s performance standards
- Participating in organisation development and performance improvement initiatives
- Helping to develop and maintain Maori capability in ADHB, including developing our understanding of the Treaty of Waitangi and ways in which it applies in our work
- Raising and addressing issues of concern promptly

THE EMPLOYER AND EMPLOYEE RELATIONSHIP

We have a shared responsibility for maintaining good employer/employee relationships. This means:

- Acting to ensure a safe and healthy working environment at all times
- Focusing our best efforts on achieving ADHB’s objectives

A performance agreement will be reached between the employee and their direct manager and/or professional leader containing specific expectations.

CONSUMER/CUSTOMER/Stakeholder COMMITMENT

All employees are responsible for striving to continuously improve service quality and performance. This means:

- Taking the initiative to meet the needs of the consumer/customer/stakeholder
- Addressing our obligations under the Treaty of Waitangi
- Involving the consumer/customer/stakeholder in defining expectations around the nature of the services to be delivered and the timeframe
- Keeping the consumer/stakeholder informed of progress
- Following through on actions and queries
- Following up with the consumer/customer/stakeholder on their satisfaction with the services

PROFESSIONAL DEVELOPMENT

As the business of ADHB develops, the responsibilities and functions of positions may change. All staff are expected to contribute and adapt to change by:

- Undertaking professional development
- Applying skills to a number of long and short term projects across different parts of the organisation
- Undertaking such development opportunities as ADHB may reasonably require.