

## Position Description

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<b>Position</b>	<b>Speech Language Therapist (Cleft Palate Team) / Kaiwhakatikatika Reo Kōrero</b>
<b>Team / Service</b>	Speech Language Therapy Department, Hutt Valley
<b>Group</b>	Community Health
<b>District</b>	Capital, Coast & Hutt Valley District
<b>Responsible to</b>	Professional Lead- SLT
<b>Children's Act 2014</b>	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
<b>Location</b>	This position is expected to work from Hutt Valley Hospital

## Te Whatu Ora

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The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

## Context

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Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups.

Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

## Te Tiriti o Waitangi and Māori Health Outcomes

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Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

**Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.

**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 tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.

**Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

## The Vision, Mission and Values from our District

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We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

## Hutt Valley

### Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

### Mission

Working together for health and wellbeing.

### Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

## Capital and Coast

### Vision

Keeping our community healthy and well

### Mission

Together, Improve the Health and Independence of the People of the District

### Value

Manaakitanga – Respect, caring, kindness  
Kotahitanga – Connection, unity, equity  
Rangatiratanga – Autonomy, integrity, excellence

## District Responsibility

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The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

## Team/Service Perspective

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The Speech Language Therapy (SLT) team at Hutt Valley Hospital provides intervention for those with disorders of communication and swallowing for all ages across our acute, rehabilitation outpatient and community services.

The Wellington Regional service for Cleft Lip/Palate and Velopharyngeal Insufficiency provides MDT intervention from the antenatal phase through to adulthood for patients domiciled within Wellington, Greater Wellington, Mid-central, Hawkes Bay and Nelson-Marlborough. We currently have one Expert Speech-language Therapist in our team and an exciting opportunity for a clinician keen to advance their knowledge/expertise in this field, has arisen to further develop this service.

## Purpose of the role

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- The clinician will enhance health outcomes for patients and whanau by providing safe and clinically effective care to those they work with. This includes assessment, intervention,

education and advice to those experiencing disorders of speech and feeding/dysphagia. This is for patients and their whānau whom are suspected or diagnosed with cleft/velopharyngeal insufficiency of all ages.

- The clinician will work alongside the Expert Speech-language Therapist in providing service to the region.
- The role will be based at Hutt Valley District Health board but may include travel to regional clinics. Service will be provided across settings of inpatients and outpatients.

## Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

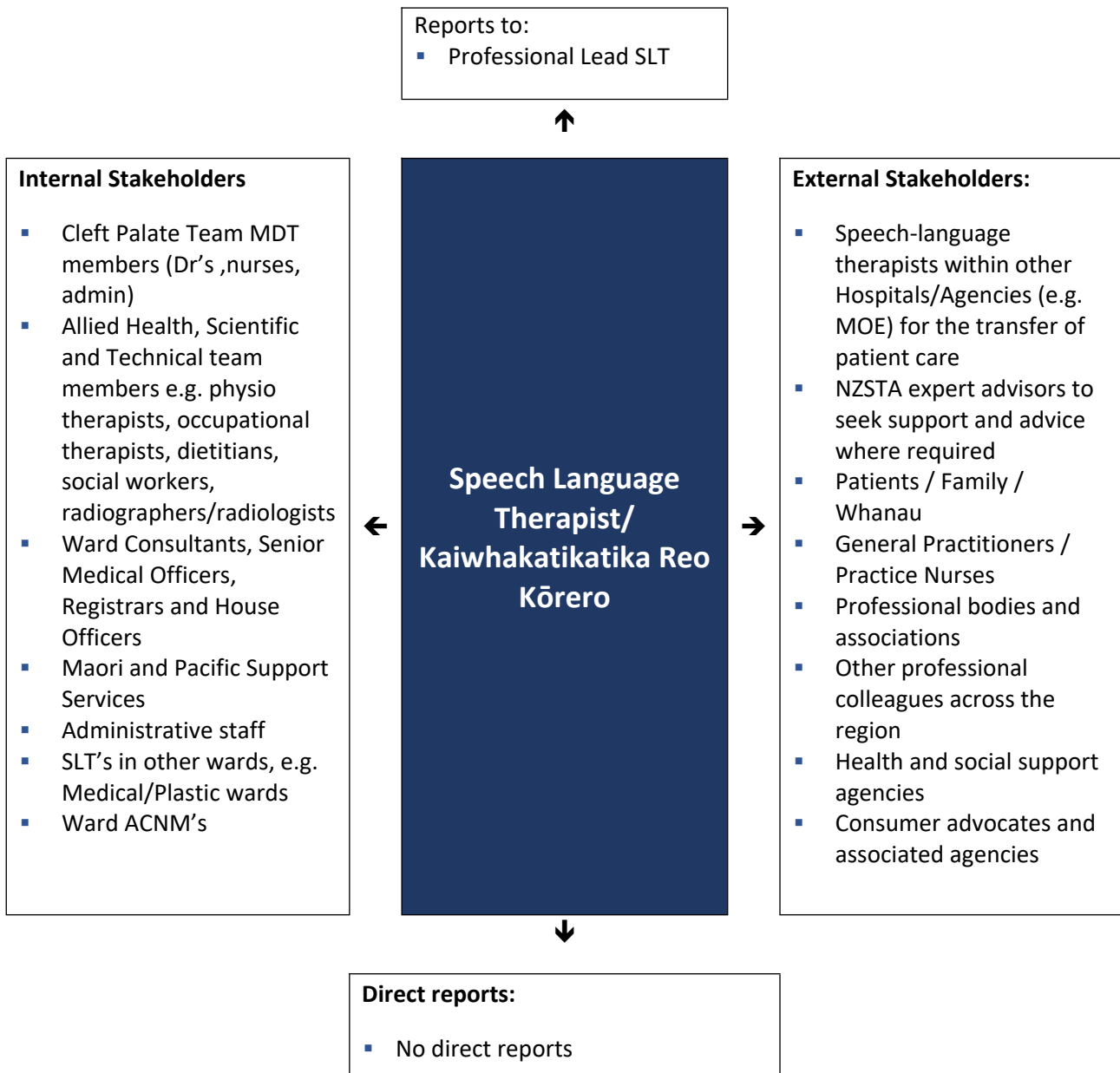
Key accountabilities	Deliverables / Outcomes
<p>1. Clinical Practice/Technical outcomes</p>	<ul style="list-style-type: none"> <li>▪ Takes legal and professional responsibility for managing own caseload of patients / clients, including those with complex needs and is able to independently adapt and make decisions regarding speech language therapy intervention.</li> <li>▪ Carries out comprehensive assessment of patients/clients (and whānau where appropriate) including those with diverse or complex presentations. This may include use of standardised assessment to assist in assessment and intervention planning.</li> <li>▪ Formulates and delivers individualised speech language therapy intervention at an appropriate level, using clinical assessment, reasoning skills and knowledge of interventions. This should take into account the patient/client's own goals and those of the wider multidisciplinary team (MDT)</li> <li>▪ Role models effective communication to establish therapeutic relationships and set expectations with patients/clients, whānau, the multidisciplinary and wider health teams. This includes relaying complex, sensitive and contentious information.</li> <li>▪ Assesses the patient/client's understanding of treatment intervention / goals and gains informed consent to treatment, taking into account capacity (e.g. cognitive functioning).</li> <li>▪ Regularly reassesses and evaluates the patient / client's progress against identified goals and adjust intervention as situations change.</li> <li>▪ Carries out regular clinical risk assessment for patients/clients on own caseload and takes action to effectively manage identified risk seeking support where appropriate.</li> </ul>

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> <li>▪ Demonstrates provision of and supports others with culturally safe / bicultural practice with patients/clients and their whānau.</li> <li>▪ Demonstrates an awareness of health inequalities, with evidence of implementing actions within clinical practice and identifying solutions for wider service delivery that contribute towards reducing inequalities for patients/clients and/or whānau.</li> <li>▪ Represents the service and / or individual patients/clients at clinical meetings and case conferences to ensure the delivery of a coordinated multidisciplinary service and to ensure speech language therapy is integrated into the overall treatment programme (where appropriate) including discharge planning.</li> <li>▪ Completes documentation consistent with legal and organisational requirements.</li> <li>▪ Adheres to any applicable recognised best practice and any relevant clinical policies and practice guidelines.</li> <li>▪ Demonstrates understanding of local, sub-regional, regional and national context in relation to provision of health and social support.</li> <li>▪ Provides specialist advice, teaching and instructions to patients/clients, carers, relatives and other professionals to promote coordination of support being delivered.</li> <li>▪ Identifies unmet needs of patients/clients along with potential solutions to address these needs.</li> <li>▪ Demonstrates recognition that the patient/client's knowledge, experiences and culture are integral to effectively addressing the presenting health issue and/or restoring function.</li> <li>▪ Works in other areas as identified or following a reasonable request in order to support the organisation in managing safe patient/client care and maintaining service delivery.</li> </ul>
2. Teaching & Learning outcomes	<ul style="list-style-type: none"> <li>▪ Maintains competency to practice through identification of learning needs and continuing professional development activities. This should comply with professional body requirements.</li> <li>▪ Supervises, educates and assesses the performance of speech language therapy students, depending on the level of experience of the candidate.</li> <li>▪ Provides interdisciplinary education in direct clinical area, or discipline specific teaching across teams.</li> </ul>

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> <li>▪ Maintains an awareness of current developments in relevant clinical areas.</li> <li>▪ Provides critical analysis, appraisal and integration of current research outcomes and relevant literature. Demonstrates application of this knowledge in practice.</li> <li>▪ Completes core training as applicable for the role.</li> <li>▪ Participates in an annual performance review and associated clinical assurance activities.</li> <li>▪ Participates in professional supervision in line with the organisations requirements and/or professional body.</li> <li>▪ Provides mentoring and clinical support and / or professional supervision.</li> </ul>
3. Leadership outcomes	<ul style="list-style-type: none"> <li>▪ Attends and actively contributes to all relevant department, clinical and team meetings.</li> <li>▪ Assists team leaders and professional leaders in clinical assurance activities of speech language therapy staff as requested.</li> <li>▪ Directs and delegates work to allied health assistant and support staff as required in the role, ensuring that delegated tasks, documentation and communication is carried out.</li> <li>▪ Demonstrates negotiation and management of conflict skills within the workplace.</li> </ul>
4. Continuous service improvement and innovation/research outcomes	<ul style="list-style-type: none"> <li>▪ Establish a culture of continuous improvement, ensuring linked and cohesive view of the support services function that identifies opportunities and co-designs innovative solutions to meet the changing needs, from local customers through to district services or whole sector.</li> <li>▪ Promotes professional practice that is based on best practice and research that supports organisational strategic aims.</li> <li>▪ Participation in local audit and research projects as identified by self, team leaders, professional leaders.</li> <li>▪ Participates in quality improvement activities to develop and improve service delivery, clinical practice or professional standards. This may include care pathways / treatment protocols, standards of practice etc.</li> <li>▪ Actively participates in national, regional and sub-regional working groups / clinical networks to identify and implement innovative practice and or service improvements as appropriate.</li> </ul>

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> <li>▪ Establishes collaborative partnerships with external organisations to promote integrated working that improve the outcomes and experience of patients/clients.</li> <li>▪ Contributes to annual planning process, including identifying gaps in service and participating in work / projects that may result from the planning process.</li> <li>▪ Practises in a way that utilises resources (including staffing) in the most sustainable and cost effective manner.</li> <li>▪ Awareness of and complies with all legislative, contractual and employment requirements as applicable to the role (e.g. Privacy Act 1993, Vulnerable Children’s Act 2014, Health &amp; Safety at Work Act 2015, ACC service specifications etc.)</li> </ul>
5. Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>▪ Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to</li> <li>▪ Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance</li> <li>▪ Cultural competence is grown across the team, supporting inclusion and partnership.</li> </ul>
6. Health & Safety	<ul style="list-style-type: none"> <li>▪ Ensure all Health &amp; Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature</li> <li>▪ Actively support and ensure compliance with Health &amp; Safety policy and procedures; ensuring staff also support and comply.</li> <li>▪ Maintain a proactive culture of Health &amp; Safety supported by systems.</li> <li>▪ Ensure providers are aware of and have processes to comply with their health and safety responsibilities</li> </ul>

## Key Relationships & Authorities



## Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
<b>Interpersonal Savvy</b>	<ul style="list-style-type: none"> <li>▪ Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation</li> <li>▪ Builds appropriate rapport</li> <li>▪ Builds constructive and effective relationships</li> </ul>

Competency	Behaviours
	<ul style="list-style-type: none"> <li>▪ Uses diplomacy and tact</li> <li>▪ Can diffuse even high-tension situations comfortably</li> </ul>
<b>Process Management</b>	<ul style="list-style-type: none"> <li>▪ Good at figuring out the processes necessary to get things done</li> <li>▪ Knows how to organize people and activities</li> <li>▪ Understands how to separate and combine tasks into efficient work flow</li> <li>▪ Knows what to measure and how to measure it</li> <li>▪ Can see opportunities for synergy and integration where others can't</li> <li>▪ Can simplify complex processes</li> <li>▪ Gets more out of fewer resources</li> </ul>
<b>Directing Others</b>	<ul style="list-style-type: none"> <li>▪ Is good at establishing clear directions</li> <li>▪ Sets stretching objectives</li> <li>▪ Distributes the workload appropriately</li> <li>▪ Lays out work in a well-planned and organized manner</li> <li>▪ Maintains two-way dialogue with others on work and results</li> <li>▪ Brings out the best in people</li> <li>▪ Is a clear communicator</li> </ul>
<b>Motivating Others</b>	<ul style="list-style-type: none"> <li>▪ Creates a climate in which people want to do their best</li> <li>▪ Can motivate many kinds of direct reports and team or project members</li> <li>▪ Can assess each person's hot button and use it to get the best out of him/her</li> <li>▪ Pushes tasks and decisions down</li> <li>▪ Empowers others</li> <li>▪ Invites input from each person and shares ownership and visibility</li> <li>▪ Makes each individual feel his/her work is important</li> <li>▪ Is someone people like working for and with</li> </ul>
<b>Decision Quality</b>	<ul style="list-style-type: none"> <li>▪ Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement</li> <li>▪ Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</li> <li>▪ Sought out by others for advice and solutions</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>▪ Uses rigorous logic and methods to solve difficult problems with effective solutions</li> <li>▪ Probes all fruitful sources for answers</li> <li>▪ Can see hidden problems'</li> <li>▪ Is excellent at honest analysis</li> <li>▪ Looks beyond the obvious and doesn't stop at the first answer</li> </ul>
<b>Ethics and Values</b>	<ul style="list-style-type: none"> <li>▪ Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times</li> <li>▪ Acts in line with those values</li> <li>▪ Rewards the right values and disapproves of others</li> <li>▪ Practices what he/she preaches</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>▪ Is dedicated to meeting the expectations and requirements of internal and external customers</li> <li>▪ Gets first-hand customer information and uses it for improvements in services</li> </ul>

Competency	Behaviours
	<ul style="list-style-type: none"> <li>Acts with customers in mind</li> <li>Establishes and maintains effective relationships with customers and gains their trust and respect</li> </ul>
<b>Drive for Results</b>	<ul style="list-style-type: none"> <li>Can be counted on to exceed goals successfully</li> <li>Is constantly and consistently one of the top performers</li> <li>Very bottom-line oriented</li> <li>Steadfastly pushes self and others for results</li> </ul>
<b>Integrity and Trust</b>	<ul style="list-style-type: none"> <li>Is widely trusted</li> <li>Is seen as a direct, truthful individual</li> <li>Can present the unvarnished truth in an appropriate and helpful manner</li> <li>Keeps confidences</li> <li>Admits mistakes</li> <li>Does not misrepresent him/herself for personal gain</li> </ul>
<b>Dealing with Ambiguity</b>	<ul style="list-style-type: none"> <li>Can effectively cope with change</li> <li>Can shift gears comfortably</li> <li>Can decide and act without having the total picture</li> <li>Is not upset when things are up in the air</li> <li>Does not have to finish things before moving on</li> <li>Can comfortably handle risk and uncertainty</li> </ul>
<b>Innovation Management</b>	<ul style="list-style-type: none"> <li>Is good at bringing the creative ideas of others to fruition</li> <li>Has good judgement about which creative ideas and suggestions will work</li> <li>Has a sense about managing the creative processes of others</li> <li>Can facilitate effective brainstorming</li> <li>Can project how potential ideas may play out in practice</li> </ul>

## Experience and Capability

Essential qualifications, skills and experience

### A. Knowledge, Skills & Experience:

- 3 years+ clinical practice is preferred
- clinical experience of directly/indirectly managing patients with cleft/velopharyngeal insufficiency independently ,or under supervision, would be highly advantageous
- experience in the assessment, treatment/management of paediatric speech, phonology and language development with strong skills in phonetic transcription, to differentially diagnose speech error-types is essential.
- Skill in the provision of diagnostic therapy ,where required, would be highly advantageous
- experience in the assessment, treatment/management of paediatric dysphagia is preferable, but not essential
- Experience working within the medical setting is desirable
- Proficiency in Microsoft Office, Word, Outlook, PowerPoint, Internet resources and e-mail
- A high standard of written and spoken English

### B. Essential Professional Qualifications / Accreditations / Registrations:

- NZSTA Annual Practising Certificate; Current member of the NZSTA or eligibility to become an NZSTA member
- Qualification with an NZSTA accredited or approved Speech-language Therapy program (BSc. SLT / MSLTPrac)

**C. Someone well-suited to the role will place a high value on the following:**

- Critical thinking and analytical skills
- Clinical judgement and decision making
- Collaboration and consultation skills
- Achieving good outcomes for patients
- Continuous learning

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**Ma tini, ma mano, ka rapa te whai  
By joining together we will succeed**

*This role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.*

**Date Effective:**

**Manager's  
Signature:**

**Employee's  
Signature:**