JOB DESCRIPTION
Speech-Language Pathologist

Position Description
The primary purpose of your job position is to plan, organize, develop, and direct Speech-Language Pathologist Services in accordance with current applicable federal, state and local standards, guidelines and regulations, and as may be directed by the Executive Director, to assure that the highest degree of quality patient care can be maintained at all times.

Delegation of Authority
As the Speech Language Pathologist you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions
Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Performance Evaluation
A criteria-based performance evaluation has been made a part of this job description. Ratings are based on a scale from 1-6 with 1 being the lowest, and 6 being the highest. Instructions for completing performance evaluations are located in the "Policies and Procedures" section of the Job Description Manual.

Major Duties and Responsibilities

Administrative and Surveillance Functions
- Plan, develop, organize, implement, evaluate, and direct speech-language therapy, as well as its programs and activities, in accordance with current rules, regulations, and guidelines that govern the home health agency.
- Meet with administration, medical and nursing staff, as well as other related departments in planning therapy services.
- Develop and maintain Speech Language Pathologist standards.
- Assist the Quality Management Committee in developing and implementing appropriate plans of action to correct identified deficiencies.
- Assist in developing, implementing and coordinating policies and procedures, patient care plans, speech therapy procedure manuals, job descriptions, etc.
- Review policies, procedures, manuals, job descriptions, etc., and participate in making recommended changes.
- Participate in discharge planning, development and implementation of patient care plans, and assessments, etc., as necessary. Interview patients, or family members, as necessary.
- Perform administrative requirements such as completing necessary forms, reports, etc., and submitting to the Executive Director as required.
• Work with the agency's consultants as necessary and implement recommended changes as required.
• Maintain treatment records, patient files, and progress notes as required.
• Represent the agency at and participate in meetings as requested.
• Ensure business office receives charges for therapy rendered to patients.
• Assist in standardizing the methods in which therapy will be accomplished.
• Maintain an adequate liaison with families and patients.
• Maintain a reference library of written therapy material, laws, etc., necessary for complying with current standards and regulations, and that will provide assistance in maintaining quality patient care.
• Make written and oral reports/recommendations to the Executive Director, as necessary/required, concerning the operation of services.
• Assume the authority, responsibility and accountability of directing Speech Language Pathologist services.
• Assist the Quality Management Coordinator in developing, implementing, and maintaining an ongoing quality assurance program for services.
• Others as deemed necessary and appropriate, or as may be directed by the Executive Director.

Committee Functions
• Serve on, participate in, and/or attend various committees of the agency as required.
• Provide written and/or oral reports of the speech-language therapy programs and activities as required.
• Evaluate and implement recommendations from established committees as they may pertain to speech-language pathologist services.

Personnel Functions
• Determine the Speech-Language Pathologist staffing needs necessary to meet the needs of the patients.
• Assist the Executive Director in the recruitment and selection of competent Speech-Language Pathologist personnel.
• Provide guidance and training for new and/or less experienced personnel.
• Develop work assignments and schedule duty hours.
• Develop, maintain, and periodically update the written procedure for ensuring that professional speech-language pathologist personnel have valid and current licenses as required by this state.
• Review complaints and grievances made or filed, as requested.
• Make written and oral reports/recommendations to the Executive Director concerning Speech-Language Pathologist services.
• Maintain an excellent working relationship with physicians and other health related organizations.
• Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the department.
• Develop and maintain a good working rapport with inter-department personnel, as well as other departments within the agency to assure that services and activities can be properly maintained to meet the needs of the patients.
Care and Consultation Functions

- Review request for speech therapy and physicians' orders.
- Evaluate type of therapy most desirable after consulting with physician.
- Interview the patient to determine type of treatment and therapy schedule.
- Perform speech therapy in patient's home.
- Explain procedures involved in speech therapy to the patient and prepare necessary equipment.
- Demonstrate to patients, family and staff personnel, as necessary, the use of equipment involved in therapy.
- Prepare patient for treatment by dress/position and administer speech therapy in accordance with established policies and procedures.
- Recommend modifications or changes in the patient's therapy program based on own evaluation of progress.
- Reassure patient before and during therapy treatment.
- Assure that all clinical progress notes are informative and descriptive of the care provided and of the patient's response to the care.
- Participate in the development and implementation of patient care plan, including regular case conferences.

Staff Development

- Develop and participate in programs designed for in-service education, on the job training and orientation classes for newly assigned personnel. (Includes maintaining appropriate record keeping requirements of when classes were held, subject matter, attendance, etc.)
- Develop, implement, and maintain an effective orientation program that orients the new employee to the agency, its policies and procedures, and to his/her job position and duties.
- Participate and assist in departmental studies and projects as assigned or that may become necessary.
- Attend and participate in workshops, seminars, etc., to keep abreast of current changes in the health care field, as well as to maintain a professional status.

Safety and Sanitation

- Assist in developing safety standards for speech therapy services.
- Assure that speech therapy personnel, patients, family, etc., follow established policies and procedures at all times.
- Be alert for patient safety during any/all therapy.
- Ensure that therapy personnel follow established infection control procedures when performing duties.
- Assure that equipment and supplies are maintained in clean and safe working order.
- Develop, implement, and maintain a procedure for reporting hazardous conditions or equipment.
- Assist in identifying and classifying departmental procedures that involve exposure to blood or body fluids.
Equipment and Supply Functions

- Recommend to the Executive Director the equipment and supplies needed for the speech therapy department.
- Provide necessary material/equipment for patient to perform required therapy.
- Develop and implement procedures that ensure therapy supplies are used in an efficient manner to avoid waste.

Care Plan Functions

- Review the speech therapy requirements of each patient as ordered and assist in planning for the patient's care.
- Involve the patient/family in planning objectives and goals of care.
- Assist in developing speech therapy plans for individual patients.
- Assure that speech therapy treatments are indicated on the care plan.
- Participate in the development and implementation of care plans, including quarterly reviews.

Budget and Planning Functions

- Keep abreast of economic conditions/situations, and recommend to the Executive Director adjustments in speech therapy that ensure the continued ability to provide quality care.

Patient Rights

- Maintain the confidentiality of all patient care information.
- Ensure that all speech therapy personnel are knowledgeable of the patient's rights and responsibilities.
- Ensure that patient's rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights, including the right to wage a complaint, are well established and maintained at all times.
- Review complaints and grievances made by the patients, families, and/or physicians, and make oral/written reports to the Executive Director indicating what action(s) were taken to resolve the complaint or grievance.
- Maintain a written record of the patients' complaints and/or grievances that indicates the action taken to resolve the complaint and the current status of the complaint.
- Abide by the patient's decision whether or not to participate in treatment.
- Inform the patient of consequences of not participating in prescribed therapy and document such action in the patient's clinical record.
- Allow the patient to participate in the planning and scheduling of his or her treatment.

Working Conditions

- Works in office areas, patient's homes, etc.
- Sits, stands, bends, lifts and moves intermittently during working hours.
- Drives own car in all weather conditions.
- Is subject to frequent interruptions
- Is involved with physicians, patients, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset patients, family members, personnel, and others.
• Communicates with the medical staff, office staff, and other disciplines.
• Must be constantly alert for patient and personal safety.
• Attends and participates in continuing educational programs as may be required by current regulations and licensing.
• Is subject to falls, burns from equipment, odors, assaults from hostile patients, etc., throughout the workday.
• Is subject to exposure to infectious waste, diseases, conditions, etc., including the AIDS and Hepatitis B viruses.
• Maintains a liaison with the patients, their families, other departments, etc., to adequately plan for the patient’s speech-language pathologist needs.

Education Requirements
• Must possess, as a minimum, a Bachelor's Degree of / in Speech Language Pathologist from an accredited college or university.

Experience
• Prefer, as a minimum, two (2) years experience in a speech-language therapist capacity in a hospital, skilled nursing facility, or other related medical facility.

Specific Requirements
• Must possess a current, unencumbered license to practice as a Speech Language Pathologist in this state.
• Must be able to drive own car to and from patients' homes.
• Must be able to read, write, speak, and understand the English language.
• Must possess the ability to make independent decisions when circumstances warrant such action in a timely fashion.
• Must possess the ability to deal tactfully with personnel, patients, family members, visitors, government agencies/personnel, and the general public.
• Must be knowledgeable of speech therapy procedures.
• Must possess leadership and supervisory ability and the willingness to work harmoniously with professional and non-professional personnel.
• Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies, procedures, etc., of the speech therapy service.
• Must maintain the care and use of supplies, equipment, etc., and maintain the appearance of therapy areas.
• Must have patience, tact, a cheerful disposition and enthusiasm as well as be willing to handle patients on whatever maturity level in which they are currently functioning.
• Must be willing to seek out new methods and principles and be willing to incorporate them into existing practices.
• Must be able to relate information concerning a patient's condition.
Physical and Sensory Requirements
(With or Without the Aid of Mechanical Devices)

- Must be able to move intermittently throughout the workday.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental, emotional, and physical stress of the position.
- Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with patients, personnel, support agencies, and outside agencies.
- Must be in good general health and demonstrate emotional stability.
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and, at times, hostile people.
- Must be able to lift, push, pull, and move a minimum of 40 pounds.
- Must be willing to perform tasks that may involve exposure to the patient's blood/body fluids.

Acknowledgment

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Speech Language Pathologist and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B Viruses and that the agency will make available to me, free of charge, the hepatitis B vaccination. I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the agency or myself and that such termination can be made with or without notice.

AGREED TO:

_________________________________ _________________________________
Employee

Date

ACCEPTED BY:

_________________________________ _________________________________
Executive Director

Date