

**BRIDGES MEDICAL CENTER
JOB DESCRIPTION/EVALUATION**

JOB TITLE: SPEECH LANGUAGE PATHOLOGIST
DEPARTMENT: REHABILITATION

GENERAL STATEMENT OF DUTIES:

- Responsible for organizing, developing, and directing speech therapy services in accordance with the standards and practices of Speech Language Pathology, State, Federal regulations, policies, and procedures.
- Therapist assures that the highest degree of quality patient care, customer service, fiscal responsibility, and regulatory compliance is maintained at all times.
- Must be pleasant, respectful, and courteous to patients, family members, visitors, and fellow employees at all times.

REPORTS TO: Regional Director of Rehabilitation

SUPERVISES: None

CONTACTS: Patients, Families, Medical Staff, Board of Medical Practice, Employees, Department Heads

QUALIFICATIONS:

- Graduate of an accredited school of Speech-Language Pathology.
- Current registration/license to practice speech-language pathology in the state of practice.
- Experience in adult acute and long-term care desired, but not required.
- Ability to incorporate all aspects of speech therapy in total patient care.
- Must be organized and able to complete required tasks on schedule.
- Possess "team" philosophy and desire to facilitate patients to achieve their highest level of function.
- Capacity to grasp new theories and principles and implement them in practice
- Computer skills desirable.
- Membership in professional organization desirable, e.g. ASHA.
- Ability to work a rotating weekend and flexible weekday schedule if necessary.

RESTRICTIONS:

- Able to function within staffing guidelines and personnel policies.
- Must coordinate the routines and practice of patients on caseload with other healthcare providers within the facility.

- Function with guidelines of facility specific and rehabilitation department policies and procedures.
- Work within parameters of budget and resources available.

OBJECTIVES/RESPONSIBILITIES: Direct Care Activities

- Insure that all patients are afforded the opportunity to achieve and maintain their highest level of function allowed per entitlement.
- Assist with screening of all new admits and re-admits to the facility. Assist in annual screening or status post significant change in status.
- Evaluate patients, obtain, and interpret data necessary for treatment from medical records, patient observation, interviews, and administration of standardized test and measurements.
- Develop treatment plans and programs, including short and long term anticipated functional outcomes, and administering speech therapy.
- Obtain approval for services from physicians, designee, and/or case managers and provide treatments per physician's orders.
- Provide quality care that meets patient's goals and needs by performing periodic resident re-evaluations to determine effects of treatments; then adjusting treatment plan and program appropriately to reach functional goals.

Patient Records and Billing

- Provide accurate and timely documentation of services rendered.
- Review and sign documentation of the Physical Therapist Assistant as required.
- Complete and/or check accuracy of completion and timely submission of billing information and appropriately account for all services rendered.

Communication

- Communicate effectively with physicians, case managers, family, and interdisciplinary team members, regarding patient progress, problems, and functional outcomes.
- Participate in team meetings, patient care conferences, rehab rounds, discharge planning conferences, and other interdisciplinary team meetings as required.
- Demonstrate openness to other points of view on approaches to patient problems.
- Demonstrate the ability to treat colleagues and other professional with integrity and respect.
- Facilitate interdisciplinary referrals.
- Communicate effectively with supervisor, providing timely information regarding any issues or problems.

Follow-up Programs

- Assure continuation of appropriate therapeutic follow-up programs, for example, outpatient, home health, and/or home programs.
- Design home programs.
- Instruct the patient and/or care givers in appropriate carryover.
- Develop programs to optimize successful discharge with highest function.
- Recommend appropriate assistive equipment and/or environmental adaptations to maximize function.
- Recommend outpatient home health follow-up programs as indicated.

Leadership and Organizational Skills

- Maintain specified Facility philosophy goals.
- Comply with company safety and infection control policies and procedures.
- Assure all equipment is functioning properly.
- Comply with State and Federal Practice Acts, Speech-Language Standards of Practice Code of Ethics, Patient/Resident's Rights including confidentiality, and facility policies and procedures.
- Supervise students appropriately and provide feedback for skill development in patient care.

Miscellaneous Duties to Guarantee Patient and Facility Success

- Consult with outside vendors to explore alternatives regarding patient's equipment needs as appropriate.
- Perform home evaluations, when indicated to insure successful transition to home.
- Promote therapy services by conducting periodic educational in-services and projecting a professional image.
- Participate in new employee in servicing/orientation as indicated.
- Practice good safety habits.
- Perform other duties as assigned.

Professional Growth

- Attend facility in-services, seminars, and staff meetings.
- Maintain professional and technical knowledge by attending educational workshops, in-services, and reviewing professional publications.
- Participate on committees as the opportunity arises.
- Report to work on time and utilizes time on duty efficiently

Job Analysis

- To successfully perform the essential job functions, as listed above, various physical abilities, sensory abilities, and communication skills are required. The position may also expose the employee to certain environmental factors and to hazardous substances or conditions.

Variables

- May be required to work weekends and flexible weekday schedule to meet patient needs. Non-exempt status, full or part-time.

Emergency Situations

- All employees are required to respond to emergency situations involving the safety of patients, other employees, and the physical plant. This includes the ability to assist with a possible evacuation of patients. Employee must be able to hear and see alarm system when activated.

Physical Demands

Ability to see and hear.

Ability to read, write and speak English.

Frequent (1/2-2/3 of time) Walking, Standing, Squatting, Bending, Pushing, Pulling

Frequent (1/2-2/3 of time) Lifting up to 10 lbs

Moderate (1/3-1/2 of time) Lifting 10-50 lbs

Occasional (Up to 1/3 of time) Lifting 50-100 lbs.

Occasional (Up to 1/3 of time) Repetitive Movements with hands such as typing or writing.

Moderate (1/3-1/2 of time) Ability to sit for prolonged periods

Must possess valid driver's license and be able to travel.

APPLICANT DECLARATION

I have read the qualifications and requirements for the above listed position. To the best of my knowledge I can perform these duties.

Signature: _____

Date: _____