

Job Class Profile: Speech Language Pathologist IIA**Pay Level: CG-44 Point Band: 1082-1135**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	6	3	5	8	6	6	4	5	
Points	327	100	19	24	240	130	124	86	54	1104

JOB SUMMARY

The Speech Language Pathologist (SLP) IIA acts as a provincial consultant for a unique Speech Language Service and provides advanced and medically based professional, advisory and consultative work. In addition, provides leadership/supervisory responsibilities such as coordination, and supervision of Speech Language Pathology Services including program development and refinement within a site of a multi-site organization and clinical supervision over Speech Language Pathologist's I who provide diagnoses and treatment of clients with communication and swallowing disorders, and activities related to program development and refinement.

Key and Periodic Activities

- Directs and performs advanced and medically based specialized SLP services and procedures (i.e. diagnosing and treating diseases of the larynx using videostroboscopy/ENT, passing of rigid and flexible scoping and recording diagnostic images, assessment and placement of voice prosthesis and speaking valves on acute care tracheostomy and ventilator clients).
- Acts as a consultant/advisor to healthcare providers and educators, health authorities, and stakeholders in the province. This involves visits to other sites to either supervise clinical treatments and/or to treat a client directly.
- Creates and implements individualized therapy programs to clients evaluated based on diagnosis and findings, directs follow-up and referral to other relevant healthcare providers, and makes recommendations to attending healthcare providers.
- Counsels clients and their caregivers with a variety of conditions regarding assessment findings and recommendations.
- Documents clients' diagnoses, treatment, follow-up, and recommendations through attendance at client-related meetings, charting of progress notes, or authorizing formalized diagnostic treatment reports.
- Supervises the work of the SLP service on a site. This involves planning, developing, and evaluating programming to ensure consistency with the service needs and professional standards, guiding professional staff in their professional activities, and advocating for human, financial, and physical resources for the service.
- Provides and advises the manager regarding administrative and clinical decisions including staffing, leave coverage, space requirements, equipment, and inventory requirements. As well, provides input into recruitment and selection, professional orientation, peer reviews, and performance evaluations.
- Develops policies, procedures, and guidelines for clinical practice areas, participates in

Key and Periodic Activities

- strategic planning meetings, coordinates and completes peer reviews, chart audits, participates in quality assurance initiatives, speech-language professional council, and its sub-committees.
- Trains and mentors speech-language pathology staff and students in their clinical placements in a variety of health disciplines including medicine, and completes letters of references for their program of study. Trains and mentors other SLP II staff in specific program skills.
- Purchases necessary office medical equipment for clinical practice, submits receipts to finance, and submits invoices to clients requiring various equipment/devices.
- Provides expert leadership and direction for professional and program expansion/development and for evaluation of speech-language pathology services across interdisciplinary programs.
- Compiles site workload management statistics, interprets data with respect to demands on service delivery, need for increased human resources, and submits documentation and recommendations to management.
- Authors and submits written proposals to management for the purchase and/or upgrade of diagnostic equipment to maintain current diagnostic and assessment services.
- Presents educational in-services to other disciplines and organizations.
- Advocates for research in clinical practice.

SKILL

Knowledge

General and Specific Knowledge:

- Speech, language and dysphasia services, treatment, procedures, and current best practices
- Swallowing and feeding disorders
- Diagnostic assessments, tests, treatment, and documentation processes
- Diagnostic, educational, and assistive technology tools/equipment
- Strategic direction and service delivery, as it relates to field
- Workload measurement tools
- Organizational policies and procedures

Formal Education and/or Certification(s):

- Minimum: Graduate degree in Speech Language Pathology and certification with the Canadian Association of Speech Language Pathologists and Audiologists (CASLPA).
- Advanced and specialized training in physician equivalent diagnostic procedures (i.e. voice prosthesis insertion, rigid and flexible endoscopy, radiographic swallowing studies, and flexible endoscopic swallowing studies).

Years of Experience:

- Minimum: 4 - 5 years of experience with 2 years experience in a specialty area (i.e. laryngectomy and videostroboscopy assessment)

Competencies:

- Clinical skills to perform various invasive specialized speech-language pathology clinical procedures
- Assessment and diagnostic skills

- Oral, written, and cognitive communication skills
- Computer and research skills
- Operate and calibrate technical devices and related equipment

Interpersonal Skills

- A range of interpersonal skills are used to listen and gather information through interviews (i.e. client histories), provide routine and complex information regarding treatment and care, advice and direction to clients, health providers, and staff; provide comfort and nurturing to clients and their families, and handle upset people. Also interacts with manager and executives for program activities and promote ideas for the program area; instructs/teaches/trains, counsels or educates clients, healthcare professionals and students; and instructs or makes formal presentations to students, healthcare professionals, or the community. Skills are used to provide expert advice to the interdisciplinary team, medical specialists, and specialists nationally/internationally in solving patient problems.
- Communications occur with clients and their families, employees, community resources and representatives, government employees, and supervisor/manager and with professional associations and advisors.

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue requiring periods of rest.
- Physical effort includes constantly moving or lifting objects less than 10 lbs (i.e. scopes, charts, and equipment for testing) and regularly moving or lifting objects between 10 – 50 lbs and over (i.e. diagnostic equipment and transporting patients over in wheelchairs).
- Regularly stands and walks when performing clinic activities; however, during counselling sessions they sit with the client. Occasionally, drives to and from sites to provide consultation, advice, or to assess and treat clients. Travel is also required to attend and/or present at educational sessions. When not in clinic sessions, constantly sits to perform clinical documentation or administrative functions on the computer. When in clinic or visiting clients in hospital, may work in awkward or cramped positions.
- Fine/finger precision work is constantly being used when performing invasive and non-invasive procedures (i.e. passing invasive scopes, removing stitches, removing/replacing inner cannulas (tubes), inserting/removing voice prosthesis through the windpipe, tongue depressor, pen light, etc.), and when performing work on the computer. Gross motor skills are used to transport patients and heavy equipment to and from clinics. Hand tools are used during assessments and when performing procedures.

Concentration

- **Visual concentration** is required when performing invasive and non-invasive procedures and assessments (i.e. examining prosthetic devices for defects or wear and tear, observing clients surgical areas for fistulas (holes), infection, etc. after surgery), interpreting results, researching information, performing work on the computer, and writing reports/presentations.
- **Auditory concentration** is required for hearing and understanding clients with speech and language conditions and to listen attentively for changes in voice, speech, and the voice quality

of clients which can predict vocal cord pathologies/diseases. **Auditory concentration** is also required to provide and counsel clients and their families, and during interactions with physicians, and healthcare professionals.

- **Other sensory demands such as touch** is required to provide pressure resistance to the tongue/lip/jaw while completing exercises, to feel resistance and pressure of voice prosthesis in order to ensure it is inserted fully into the esophagus, to apply pressure to certain parts of the body, and to palpate areas of the body to ensure catheters, etc. are guided properly when performing procedures. Also uses touch during therapy to feel for movements (i.e. swallowing assessments), and to provide head and neck relaxation exercises.
- **Repetitive tasks that require alertness** are performing similar types of invasive procedures, administering and interpreting standardized test batteries, performing radiographic or flexible scoping, and evaluating swallowing studies as well as entering daily workload measurement statistics and performing dictation on clients.
- **Higher than normal levels of attentiveness or alertness** are required when performing procedures (i.e. passing invasive scopes, catheters into clients mouth/nose for diagnostic assessment purposes and inserting voice prostheses through the windpipe), administering topical anaesthesia, observing monitors during examinations, monitoring oxygen levels, and interpreting assessment findings.
- **Does not have control over the pace of the work** due to the unpredictable number of clients that need to be seen and administrative workload commitments for reports and committees. There are **time pressures and deadlines** to see referred and out of province clients in a timely manner, to see unscheduled clients who need immediate care, to travel and visit other sites to provide consultation to clients and healthcare providers, and to complete patient reports within designated time frames. **Interruptions** that occur involve telephone calls to respond to requests for consults or to provide expert advice to health care providers across the organization and province.
- **Eye/hand coordination** is required to perform invasive and noninvasive procedures (i.e. passing of scopes, catheters, voice prosthesis, and removing stitches), and performing work on the computer.
- **Exact results and precision** are required when making diagnosis, performing assessments, identifying treatments, and documenting client information. Administrative examples requiring **exact results and precision** are invoicing purchase orders, submitting proposals for service delivery, and equipment purchases.

Complexity

- Tasks and activities are different/unrelated and require the use of a broad range of skills and a diversity of knowledge.
- Complexity of work varies from tasks which are repetitive and well-defined to different and unrelated (clinical work and clinical supervision); to highly technical tasks and tasks requiring problem definition and analysis to develop solutions to those which have strategic and/or policy significance.
- Work involves acting as a provincial consultant for a unique Speech Language Service and the provision of advanced and medically based professional advisory and consultative work.
- Typical complexities include diagnosing clients, performing invasive procedures or customizing treatments to meet the client needs, providing consultations over the phone

regarding specialized SLP conditions and treatments (i.e. diagnosing and treating diseases of the larynx using videostroboscopy/ENT, passing of rigid and flexible scoping and recording diagnostic images, assessment and placement of voice prosthesis and speaking valves on acute care tracheostomy and ventilator clients). Administrative complexities include evaluating services and providing recommendations for program development.

- Complexities tend to be solved by reviewing policies and procedures, following best practice guidelines, code of ethics from the CASLPA, and collective agreements, reviewing professional journals and textbooks and consulting with other speech language pathologists in other provinces with expertise in unique specialty.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally not prescribed or controlled.
- Decisions related to case load management including waitlist management and scheduling, client care, treatments, documentation, referrals to other practices, testing, and procedures are made independently. In addition, independently is able to make decisions related to the purchase of supplies, development of policies and procedures, travelling off site to provide advisory/consultative clinical requests, completion of chart audits, provide recommendations regarding clinical practice/skills to other speech language pathologists, completing peer review, and input into performance evaluation, flex and overtime as required, and submitting written proposals regarding expansion and/or development of the services.
- Requires approval for tasks such as funding to hire staff and for travel to attend educational events, and for expansion of service/program development including the purchases of costly equipment and increased human resources.
- Has some discretion in program development, caseload management, and purchasing. Exercises a high degree of independent discretion and judgment either independently, or in some situations within predetermined limits and procedures in all clinical and some administrative decisions. Functions as a decision-maker, coordinator, and innovator for services provided across regions and provincially.
- Provides information, advice, and recommendations to members of the interdisciplinary team, clients, and their families, physicians regionally as well as provincially, and students related to the SLP conditions, treatments, procedures, tests, and results. In addition, provides guidance, advice, and supervision to other staff, as well as students and recommendations to the manager regarding the programming area.

Impact

- Work activities have an impact on the immediate work area, within the department, outside the organization, and on clients. Acts as a provincial consultant for a unique Speech Language Service and provides advanced and medically based professional, advisory and consultative work.
- There are positive and negative impacts resulting from the decisions made regarding diagnosis, treatments, and tests being delivered to the client. Positive impacts can help improve client's ability for speech, language and swallowing; whereas, if diagnosis and treatments are not accurate, this could result in risk to the client. The advisory role can also lead to decreased

admissions/readmissions.

- The resources impacted include equipment purchases/upgrades, processes and systems, finances such as the supplies, equipment and staffing required, material such as education material development and distribution, human resources including the staffing levels required, health and safety such as the tests and treatments performed on the client, and corporate image.
- Errors that could occur when performing clinic activities include performing procedures incorrectly, misinterpreting reports/tests, and misdiagnosing diseases. Administratively, errors in program or policy development can adversely affect the services being provided.
- Work activities are somewhat mitigated as they follow guidelines and practices, and code of ethics within their scope of practice of the CASLPA. Clinic errors are identified within hours and typically are detected by the incumbent, physicians, or other healthcare professionals.

Development and Leadership of Others

- Typically responsible for direct and ongoing bargaining unit supervisory activities for a small size work group of employees (1 to 4 employees).
- Other development and leadership responsibilities include providing job advice, guidance, and orientation to new employees, on-the-job training, and formal classroom type training. Also performs in team and project leader activities (i.e. act as the subject matter expert in their field, lead involvement in health promotion and training to other speech language pathologists and physicians related to speciality or clinical service area, and working with distributors to improve or customize medical inventories for service).

WORKING CONDITIONS

Environmental Working Conditions

- Required to wear masks, gowns (i.e. regular and lead), lead thyroid shields, radiation exposure badge, and gloves for all invasive procedures and to practice universal and safety precautions.
- There is limited likelihood of receiving minor injuries, illnesses, or a partial or total disability.
- Regularly, when performing clinic activities, exposed to unusual/distracting noises, radiation and infectious diseases and constantly bodily fluids, and odours. Occasionally exposed to hazardous chemicals, physical danger, threats, and are required to work in awkward/confining spaces when performing procedures. Has to travel to other healthcare facilities upon consultation, sometimes in adverse weather conditions. To remain competent in the area of specialty, out-of-province travel for education training is required.