



## POSITION DESCRIPTION Speech Therapist

**POSITION SUMMARY:**

The speech therapist demonstrates critical thinking skills, scientific judgment and leadership in the anticipation and planning for the care of the patient. The speech therapist is responsible and accountable for the planning, directing and provision of speech therapy to patients in accordance with recognized speech therapy techniques, procedures and established standards.

<b>POSITION DESCRIPTION – Speech Therapist</b>	
<b>STANDARD</b>	
<b>Environment of Care: Demonstrates knowledge and practice of:</b>	
1.	<b>Safety</b> - Department specific and hospital wide safety risks
2.	<b>Security</b> – Processes for minimizing security risks
3.	<b>Haz Mat/Waste</b> - Procedures for spills/MSDS
4.	<b>Emergency Preparedness</b> – Role in emergency codes
5.	<b>Fire Safety</b> – Role/response in Code Red actual/drill
6.	<b>Med Equipment</b> – Safe operation of equipment (see specific list) user error education
7.	<b>Utility Systems</b> – Emergency procedures for utility failures
<b>Infection Control: Demonstrates knowledge and practice of:</b>	
8.	Department specific policies and procedures
9.	Hospital-wide policies and procedures
10.	Location/use of personal protective equipment
11.	CDC Hand Washing Guidelines
<b>Performance Improvement: Demonstrates knowledge of:</b>	
12.	Hospital-wide approach to Performance Improvement
13.	How department is involved in hospital-wide PI program
<b>Patient Rights: Demonstrates knowledge and practice of:</b>	
14.	Patient Rights and Responsibilities
15.	Confidentiality Policy – HIPAA
16.	Ethical Issue Resolution
17.	Organizational Ethics Policy
18.	Restraint Policy & procedure, alternatives to restraints
<b>Risk Management: Demonstrates knowledge and practice of:</b>	
19.	Occurrence Reporting
20.	Identify and report a sentinel event
21.	Sexual Abuse/Allegation Reporting
22.	Root Cause Analysis/FEMA
<b>Certifications</b>	
23.	BLS card <span style="float: right;">Exp date:</span>
24.	Speech Pathologist License <span style="float: right;">Exp date:</span>
<b>Patient Safety</b>	
25.	Non-punitive medical/healthcare reporting
26.	National patient safety goals <ul style="list-style-type: none"> <li>▪ Accuracy of patient identification using patient’s name and birth date</li> </ul>
27.	Fall prevention measures
28.	Interdisciplinary collaborative team approach to patient care planning

**STANDARD**

29. Appropriate diet based on swallow assessment

30. Sentinel events alert
- Nosocomial infections
  - Bed rail safety/risk of entrapment
  - Restraints
  - Inpatient suicide
  - Infant abduction

**Department Core Competencies**

31. Performs functional assessment

32. Develops functional treatment plan

33. Identifies cultural and religious needs, language barriers, physical and psychological limitations

34. Reports relevant patient findings to physician and other members of multi disciplinary team

35. Identify and document patient, family and significant other education needs in collaboration with other disciplines and implements initial and on going education relevant to those needs

36. Assess and integrate learning needs, abilities and readiness to learn into the patient's plan of care

37. Observes and reports patient responses to pain management plan to the nurse for intervention

38. Set priorities and deals effectively in emergency situations

39. Demonstrates accountability/responsibility for completion of assignments in a timely manner

40. Provides appropriate patient education and training and resources in an understandable age appropriate manner to patients

41. Communicates in a timely and accurate manner concerning significant changes in patient status and response to treatment

42. Works well with other team members to ensure adequate staff coverage for planned activities

43. Resolves conflicts in a skilled and professional manner

44. Transfers the patients demonstrating good body mechanics, safely supporting the patient and correctly judges how much assistance is needed

44. Reports sign and symptoms of abuse/neglect/exploitation

46. Patient draping

47. Requisitions supplies and reports any equipment in need of repair

48. Patient draping

49. Medications and adverse reactions

50. Radiation safety

51. Evaluation/Re-evaluation

- Functional documentation
- Speech and language screening
- Hearing screening
- Bedside evaluation swallow
- Bedside evaluation – speech/language
- VSS assessment/treatment/interpretations
- Administration and interpretation of standardized tests
- Interpretation of age specific data
- Involves caregivers in decision making
- Perform blue dye test
- Administer/determine all procedures and treatment programs according to physician orders

52. Assess, collaborate and coordinate patient's discharge planning needs and readiness for discharge with other members of the health care team

53. Demonstrate problem solving skills through critical thinking techniques

**STANDARD**

**54. Modalities**

- Passive oral range of motion
- Active oral range of motion
- Compensatory swallow strategies
- Compensatory speech strategies
- Relaxation exercises
- Diaphragmatic breathing exercises
- Vocal fold adduction exercises
- Dysphagia positioning
- Swallow maneuvers
- Vocal hygiene program
- Cognitive linguistic exercise
- Hyolarngeal elevation exercise
- Developmental language
- Developmental articulation and phonology
- Reading comprehension
- Quantitative skills
- Augmentative communication
- Written formulation
- Pragmatic skills
- Language processing
- Fluency tasks
- Motor speech production
- Attention/concentration
- Pediatric behavior modification
- Dietary modification and analysis
- Therapeutic positioning/speech production
- Thermal tactile stimulation
- Visual tasks

**Age Specific Competencies**

55. Demonstrates knowledge of growth and development

56. Criteria to identify victims of possible dangers, abuse and neglect

57. Ability to interpret neuro-developmental assessments that include reflexes, muscle tone, range of motion, strength and motor skills

58. Knowledge of positioning to enhance musculoskeletal, neuromotor, respiratory, cardiac and deglutition functions

59. Ability to instruct in patient/family education

60. Uses age appropriate communication skills

61. Identifies, initiate and report age specific safety issues – provides assistance

62. Provides age specific teaching with recommendations to enhance functional status

63. Recognizes need for changes in patient treatment and implements appropriately

64. Recognizes speech, hearing and visual deficits

65. Appropriately interprets patient response to functional goals

66. Demonstrates ability to assist with age specific data collection

67. Demonstrates appropriate adaptive devices and modalities for size and age

68. Recognizes need for adaptive equipment to meet size and age requirements to prevent deformity, increase function and insure safety per physical therapist recommendations

**Service Standards**

69. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.

70. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.

71. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.

72. Gives all customers their full attention and treats them with dignity, respect and understanding.

73. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.

74. Safeguards patient confidentiality in all forms of communication.

75. Works effectively with others toward achieving common goals including morale and teamwork.

76. Interacts compassionately and in a timely manner with all customers.

**Equipment – Demonstrate Safe and Effective Use**

77. Computer/printer

78. Copier

STANDARD
79. Fax machine
80. Panic buttons
81. Nurse call system
82. Oral suction equipment
83. Audiometer
84. Video swallow study chair
85. Tracheotomy speaking valve
86. Hospital bed
87. Portable oxygen
88. Gait belts
89. B/P cuff
90. Wheelchair
91. Transfer board
92. Soft restraints

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Speech Therapist

Department: Patient Care Services

### EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- 2 year/Associates Degree
- 4 year/Bachelor's Degree in ST
- Post Graduate Degree
- License/Certification –  
Licensed Physical Therapy Asst  
for State of practice
- Knowledge of state, federal,  
JCAHO regulations
- Medical terminology
- Knowledge of specialty ST  
equipment

### EXPERIENCE

- One year acute care hospital  
experience
- 

### SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written  
instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

### PRE-PLACEMENT TESTING

- Minimum score of     on Clerical  
test
- Minimum typing of     wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on US test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing  
test
- Minimum score of 84 on Nursing  
medication test

### AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

### MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/  
violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined  
and/or crowded
- Concentration to detail
- Memory for detail

### HAZARDS

- Exposure to toxic/caustic/  
chemicals/detergents
- Exposure to extreme conditions,  
hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving  
mechanical parts
- Exposure to potential  
electrical shock
- Exposure to x-ray/  
electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable  
diseases
- Exposure to blood and/or  
body fluids
- Exposure to excessive sunlight,  
or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment

### PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

*The minimum requirements of this  
position require the individual to:*

- Stand for 8 hour(s) per day
- Sit for 1 hour(s) per day
- Walk for 8 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape  
recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot  
coordination
- Have clarity of vision
- Have good writing ability

*Evaluate the requirements and  
activity percentage in time for this  
position based on the following:*

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 1 Climbing
- 4 Bending
- 2 Crouching
- 2 Squatting
- 1 Crawling
- 2 Kneeling
- 3 Balancing
- 4 Pulling with force
- 2 Reaching above head
- 2 Reaching above shoulder
- 2 Twisting at waist
- 3 Push/pull (up to 100 lbs.)
- 3 Lift/carry (up to 50 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

### LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. Masks
4. Goggles
5. Hepa masks

### LIST OTHER MINIMUM REQUIREMENTS:

#### OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

#### OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

#### COMPRESSED GAS USAGE

- Yes
- No

#### DEFINITIONS:

SEDENTARY WORK: Prolonged periods of sitting and exert up to 10 lbs. force occasionally.  
LIGHT WORK: Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.  
MEDIUM WORK: Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.  
HEAVY WORK: Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.  
VERY HEAVY WORK: Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

---

Employee Signature

---

Date