# Speech-Language Pathologist
## Job Description

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<th>Reports to:</th>
<th>Revised:</th>
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<td>Work Site Supervisor</td>
<td>05/2012</td>
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### General Purpose:
Provides and directs Speech Therapy services to patients in a variety of healthcare settings, including but not limited to, hospitals, skilled nursing facilities, outpatient treatment centers and schools. Functions under physicians’ orders to perform assessment, treatment, program planning and implementation, related documentation, and communication.

### Essential Functions:
- Provides Speech Therapy services to patients under the appropriate guidelines established by each individual client facility.
- As requested by the client facility, conducts screening of patients in accordance with the policies of the client facility to determine need for intervention/treatment.
- Evaluates patients to obtain data necessary for treatment planning and implementation.
- Interprets and communicates evaluation findings to clients, patients, family, and other team members.
- Establishes individual patient schedules in conjunction with other team members.
- Collaborates and supports plan of care as determined by the physician and healthcare team; treats patients accordingly as approved by the physician. Performs periodic re-evaluation of the patient as necessary and makes adjustments in the patient's treatment program.
- Coordinates treatment plan with patient, family, and other team members.
- Implements and conducts treatment as outlined in treatment plan.
- Monitors patient’s response to intervention and modifies treatment as indicated to attain goals in accordance with physician orders.
- Assist with development of appropriate home or community programming to maintain and enhance the performance of the patient in their own environment.
- Documents results of patient’s assessment, treatment, follow-up, and termination of services.
- Adapts treatment to meet the individual needs of the patient.
- Recommends and obtains appropriate equipment to improve patient’s communication. Instructs patient, family and staff in use of augmentative communication devices.
- Instructs patient, family and staff in appropriate speech-language procedures or home program to allow carry over of therapeutic remediation and goals in daily activities.
- Participates in discharge planning.
- Supervises students and volunteers, when applicable.
- Reviews the quality and appropriateness of the total services delivered and of Speech Therapy services.
- Participates in patient, family and staff education.
- Confers formally and informally with other team members in coordinating the total rehabilitation program of the resident.
- Adheres to client’s Speech Therapy Department procedures regarding documentation of Speech Therapy services.
- Attends in-service meetings and facility meetings as required.
- Provides in-service education to the members of the patient’s care team and education to the community, when applicable.
- Assumes responsibility for ongoing continuing education and professional development.
- Records billable treatment times according to client’s Speech Therapy Department procedures and submits weekly/time sheet required to Division Office.
- Provides treatment in accordance with established standards of practice, client’s procedures and submits weekly/time sheet required to Division Office.
- Maintains safe and clean work area and adheres to facility/company safety standards.
- Consistently demonstrates sound judgment in the evaluation, planning, implementation and follow-up of patient therapy programs.
- Maintains positive relationships and rapport with coworkers, patients, family members and facility personnel.
• Reports to work at the time designated by the client facility and coordinates schedule to achieve maximum productivity and efficiency during assigned shift.
• Assists with and participates in client’s Quality Assurance Program as required.
• Projects a positive and professional image at all times.
• Certain units and settings, such as home care, require special training, skills and proven competency, in addition to the usual skills of the SLP. Only SLPs with documentation of the appropriate skills are assigned to these areas.
• Performs other duties as assigned.

**Minimum Requirements:**

- **Education:** Masters Degree in Speech-Language Pathology.
- **Licensing:** Licensed to practice as a Speech Language Pathologist with active license in the state(s) in which employed and practices.
- **Training and experience:** Certificate of Clinical Competency or eligibility for Clinical Fellowship Year. Unless otherwise indicated, one year of current experience within the last three years in a comparable job classification required.
- **Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare Workers or Basic Cardiac Life Support (BCLS) certification for HealthCare workers.
- **Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.**
- **Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.**
- **Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.**
- **Ability to work effectively within role independently and with other team members.**
- **Ability to organize and complete work in a timely manner.**
- **Ability to read, write and effectively communicate in English.**
- **Ability to understand medical/surgical terminology.**
- **Health Requirements- In good health and able to work without restrictions as evidenced by Health Statement.**
- **Compliance with Supplemental Health Care’s pre-assignment and medical requirements including: current TB screen, or Chest X-ray and questionnaire if proof of positive TB screen; Measles/Mumps/Rubella immunizations or titers indicating immunity; Hepatitis B Information or Waiver; and any additional state or facility medical requirements.**
- **Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.**

The above statements reflect the general details necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

In the following paragraphs, Supplemental Health Care is referred to as the “Company”. The Health Care Professional will receive or have access to information about the “Company’s” customers, referral sources, Health Care Professionals and applicants, as well as information including, but not limited to customer lists, applicant lists, applicant resumes, information pertaining to customer business preferences, computer programs, financial data, contracts, statistics, manuals, files, techniques and procedures, all of which is the “Company’s” confidential property and which shall be considered “Trade Secrets”. The Health Care Professional agrees to keep all Trade Secrets in strictest confidence at all times and acknowledge that these belong to the “Company” or are related to its business. At no time during or after work status will the worker use or disclose to any person any Trade Secrets belonging to the “Company” or the “Company’s” predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchisees, used or made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the “Company”, the Health Care Professional will return to the “Company” all Trade Secrets and other materials or property of the “Company” in their possession, including all copies thereof, in whatever form they exist.

The Health Care Professional will receive or have access to information about patient/client medical records ("Patient Information"), all of which is confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the "Company", the Health Care Professional will return to the "Company" all Patient Information and other materials or property in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination.

Furthermore, the Health Care Professional will read and abide with the policies outlined in the “Orientation Handbook.
for Health Care Professionals” and is responsible to comply with any revisions that are communicated. The "Orientation Handbook for Health Care Professionals” describes important information about Supplemental Health Care; the Health Care Professional should consult their representative regarding any questions not answered in the handbook.

Health Care Professionals will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor on behalf of the "Company”. All duties and responsibilities contained in this job description are essential job functions.

This document does not alter the “at will” nature of the relationship between the "Company” and Health Care Professional.

**Health Care Professional Acknowledgement:**
I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the department change. I further agree to notify my immediate supervisor, if I am unable to complete any of my job duties in a timely manner.

______________________________
Signature

______________________________
Name & Title (please print) Date