

Employee Name:

DOCUMENTS REQUIRED: Speech Therapist

1. State of Florida License
2. Proof of Liability Insurance
3. CPR Card
4. HIV/AIDS Certificate (ORIGINAL 4 hrs and Update)
5. OSHA Certificate (Update)
6. Domestic Violence Certificate
7. Driver License
8. Auto Insurance
9. Proof of Citizenship/Residency (Voter registration, Resident Card, etc)
10. Social Security Card
11. Physical Examination (less than six (6) months or new request)
12. Criminal Background check (less than 2 years, or 1 money order for \$ 23.00)

## JOB DESCRIPTION SPEECH THERAPIST

Our agency hereby approves that we shall hire a Speech Therapist, indicated for dysphasia and dysphagia, whose tenure of office shall be governed by the following rules:

Lines of authority and reporting responsibilities: Report to the Director of Nursing/ST Supervisor, Administrator.

1. He/she must be a graduate of an approved school for Speech Pathologists.
2. He/she must be licensed by the state -- the license must be current.

Responsibilities of the Speech Pathologist shall include but, not limited to the following:

- a. He/she shall assist the Physician, physician assistant, or advanced registered nurse practitioner in evaluating a patient determine the type of speech or language disorder and the appropriate corrective therapy. Conducts regular or OASIS assessments accurately, according to instructions in the OASIS Implementation Manual, and corresponding to documentation contained elsewhere in the assessment note. Participate in in-services program, and discharge planning.
- b. He/she shall provide rehabilitative services for speech and language disorders.
- c. He/she shall record activities and findings in the clinical record and shall report to the physician, physician assistant, or advanced registered nurse practitioner, the patient's reaction to treatment and any changes in the patient's condition, or when there are deviations from the plan of care.
- d. He/she shall instruct other health team personnel and family members of patients in methods of assisting the patient to correct speech disabilities.
- e. Ensure HIPAA guidelines and procedures are maintained.

### PHYSICAL REQUIREMENTS:

1. Able to speak, read and write in English.
2. Able read assignments, follow directions,
3. Able to communicate and respond clearly on telephone and respond to patient's spoken needs.
4. Able to spend 80% of the work standing and/or moving about.
5. Able to walk, climb stairs, stoop, twist, bend and squat to perform essential job functions.

### MENTAL REQUIREMENTS:

1. Able to concentrate on detail with frequent interruptions.
2. Able to follow, complete and remember daily routines and requirements.
3. Able to comprehend and utilize professional education materials.
4. Able to cope with the mental and emotional stress of the position.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Employee/Contractor

\_\_\_\_\_  
Date

# ORIENTATION CHECKLIST: PROFESSIONAL STAFF

Employee Name: \_\_\_\_\_

## I. GENERAL ORIENTATION

- \_\_\_\_\_ AGENCY ORGANIZATIONAL STRUCTURE
- \_\_\_\_\_ PHILOSOPHY, GOAL & OBJECTIVES, MISSION
- \_\_\_\_\_ TOUR OF FACILITY
  - a) LOCATION OF ADMINISTRATIVE OFFICES
  - b) LOCATION OF EMERGENCY LIGHTS/EXITS
  - c) LOCATION OF FIRE EXTINGUISHERS
  - d) LOCATION OF FIRST AIDE BOX
  - e) EMERGENCY EVACUATION ROUTES
- \_\_\_\_\_ INTRODUCTION TO STAFF/CLIENTS
- \_\_\_\_\_ SCOPE OF SERVICES
- \_\_\_\_\_ EMPLOYMENT POLICIES/JOB DESCRIPTION
- \_\_\_\_\_ COMPLAINTS POLICY/GRIEVANCE FORM
- \_\_\_\_\_ PAYROLL
- \_\_\_\_\_ CORPORATE COMPLIANCE PLAN

## II. CLINICAL ORIENTATION

- \_\_\_\_\_ CLIENT RIGHTS AND RESPONSIBILITIES
- \_\_\_\_\_ ADMISSION/DISCHARGE CRITERIA/THERAPY SERVICES/OASIS
- \_\_\_\_\_ MEDICAL EMERGENCIES
- \_\_\_\_\_ PSYCHIATRIC EMERGENCIES
- \_\_\_\_\_ DOCUMENTATION REQUIREMENTS/TIME FRAMES
- \_\_\_\_\_ CLINICAL RECORDS/REPORTING GUIDELINES

## III. CONFIDENTIALITY/HIPAA GUIDELINES

- \_\_\_\_\_ CLIENT/FAMILY/SIGNIFICANT OTHER
- \_\_\_\_\_ PROGRAM/STAFF
- \_\_\_\_\_ INFORMATION

## IV. SAFETY/RISK MANAGEMENT/INFECTION CONTROL

- \_\_\_\_\_ ACCIDENTAL/INCIDENT REPORTING
- \_\_\_\_\_ OSHA
- \_\_\_\_\_ UNIVERSAL PRECAUTION
- \_\_\_\_\_ BIOHAZARDOUS/INFECTION WASTE
- \_\_\_\_\_ HIV UPDATE/ALZHEIMER'S TRAINING
- \_\_\_\_\_ TB UPDATE
- \_\_\_\_\_ EMERGENCY PREPAREDNESS
- \_\_\_\_\_ FIRE DRILL
- \_\_\_\_\_ CARE OF ENVIRONMENT

I HAVE READ AND UNDERSTAND THE POLICIES AND PROCEDURES OF THE AGENCY AND HAVE HAD THE OPPORTUNITY TO HAVE ALL OF MY QUESTIONS/CONCERNS ADDRESSED TO MY COMPLETE SATISFACTION.

I AGREE TO ABIDE AND UPHOLD ALL POLICIES AND PROCEDURE, AND HAVE BEEN ADVISE THAT FAILURE TO DO SO MAY RESULT IN TERMINATION OF EMPLOYMENT.

I ALSO AGREE THAT AS A CONDITION OF EMPLOYMENT THAT I WILL PROVIDE THE AGENCY WITH A FOURTEEN (14) DAY WRITTEN NOTICE OF INTENT TO TERMINATE EMPLOYMENT.

\_\_\_\_\_  
EMPLOYEE SIGNATURE/TITLE

\_\_\_\_\_  
DATE

## SPEECH THERAPY COMPETENCY (page 1)

Name: \_\_\_\_\_

TASKS/BEHAVIORS COMPLETED	DATE PERFORMED OR COMPETENT	INITIALS OF EMPLOYEE OR CONTRACTOR	COMMENTS
Referral process			
ASSESSMENT OF:			
Level of Function			
Physical Assessment			
Expressive Language			
Receptive Language			
Cognitive Language			
Articulation			
Oral Motor Exam			
Voice/Laryngeal			
Swallowing/Deglutition			
Appropriate development of the plan of care			
Coordination of care with appropriate disciplines			
Physician Notification			
Discharge plan discussed with patient on admission/Review of all Literature			
Communication with PCC/Case Manager			

TASKS/BEHAVIORS COMPLETED	DATE PERFORMED OR COMPETENT	INITIALS OF EMPLOYEE OR CONTRACTOR	COMMENTS
Timely paperwork submission/review of Regulations			
Timely notification for patient visits/use of calendar			
All paperwork due by the last day of the month by 5pm or by 8:30 am the Monday after the last day of the month to process billing.			
Review of documentation/revisit			
Review of documentation admission			
Notification of patient of discharge 2 wks prior & document			
Evaluation for additional services			
COMMENTS			

SIGNATURE OF ORIENTEE \_\_\_\_\_

SIGNATURE OF PRECEPTOR \_\_\_\_\_

Employee Name: