



STAFF GRADE SPEECH AND LANGUAGE THERAPIST Brain Injury Programme and/or Paediatric Programme (Temporary, Full-time)

Particulars of Office

1. The appointment is temporary, full-time and pensionable.
2. **Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health current scale.
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme will apply to the position and superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the scheme.
4. **Duties**
The incumbent will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
The normal full-time equivalent hours of work associated with the post are 37 hours per week, usually discharged between the hours of 8am and 8pm on a Monday to Saturday basis. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.
6. **Probation**
The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be;
 - a) Certified as satisfactory and confirmed in writing;
 - b) In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.
7. **Retirement**
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1st

day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

8. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act. 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole time equivalency.

9. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

10. Termination of office

The employment may be terminated at any time by one month's notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

11. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-vett employees at any future point, as deemed appropriate by Hospital Management.

12. Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

13. Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

14. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

15. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.



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1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office, possess:

- 3rd level qualification in Speech and Language Therapy.
- Evidence of eligibility for membership of IASLT
- Evidence of knowledge / skill & experience in management of acquired communication disorders at undergraduate/post graduate level
- Registered with CORU

Desirable

- Experience in intensive work with acquired communication disorders
- Experience of interdisciplinary team work
- Training in dysphagia management to accredited level by IASLT
- An interest or knowledge /skills in assistive technology.
- Computer skills

2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

3. Character

Candidates for and any person holding the office must be of good character.



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Brain Injury Programme and/or Paediatric Programme
(Temporary, Full-time)**

Job Description

Title:	Staff Grade Speech and Language Therapist
Purpose of the Post:	Primary responsibility; to manage an assigned caseload of patients with acquired communication disorders and/or swallowing disorders following acquired brain injury (ABI) & other neurological conditions in an interdisciplinary setting
Accountable to:	SLT Manager Programme Manager Senior Speech and Language Therapist
Liaison / Communication:	Liaise closely with Senior SLT staff and the Clinical Specialists at NRH in specialist areas of acquired communication disorders and link with NRH SLT colleagues and IDT members across shared services.



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Job Description

Overview of the Role

The post holder will have responsibility for a caseload of patients attending the NRH mainly with acquired brain injuries under supervision of senior therapists. This post requires a flexible approach to shared caseloads within the department as the SLT staffing & services evolve.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- Work effectively as a speech & language therapist, integrating professional and clinical roles to provide the highest ethical and patient centred care.
- Comply with NRH organisational & staff policies and procedures.
- Comply with NRH SLT policies & procedures.
- Have all SLT **knowledge and skills** relevant to performing the job.
- Demonstrate competence with the range of assessment and therapy materials.
- Base treatment programmes on patient's needs and the best evidence available.
- Demonstrate competence in appropriate technical skills & PC use.
- Demonstrate competence in non-verbal systems & AAC systems as indicated.
- Have excellent **people communication** skills.
- Have excellent **written communication** skills (reports, guidelines, stats, etc).
- Show good **teamwork** skills with SLT staff, with IDT members, and with patients their families and carers.
- Ensure a **safe** environment is maintained for patients, visitors and staff and ensure compliance with Health and safety policies.
- Assume other responsibilities, as required by the SLT Manager.
- Be responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Keep up to date with all relevant mandatory training for the department.
- Act in compliance with the CORU Code of Professional Conduct and Ethics for Speech and Language Therapists

Specific Accountability

1. Be responsible for and manage a clinical caseload, in close liaison with the Senior SLTs and the interdisciplinary team, to ensure a streamlined NRH SLT service for patients and their families.
2. Manage an assigned caseload of NRH patients with acquired communication problems and/or swallowing disorders, in close liaison with the Senior SLT and other senior SLT staff. Be responsible for the assessment, diagnosis, treatment and discharge of patients referred, being flexible to changing needs and with timely scheduling.
3. Document all assessment, diagnosis, treatment/intervention plans, clinical notes, relevant contacts and summaries in accordance with department, NRH and professional standards.
4. Develop competencies in all the necessary skills for the management of acquired communication and /or swallowing disorders associated with acquired brain injury.
5. Be informed of current trends and clinical developments through both attendance at relevant training courses/conferences and relevant reading.
6. Contribute to carer & staff education /training as assigned.
7. Maintain detailed and relevant statistics as to allow analysis of workload and service and for comparisons of projected and actual capacities.
8. Develop networks for ongoing support of SLT needs of patient/carers/family after discharge.

Outline of Duties and Responsibilities

- Be familiar with NRH organisational & staff policies and procedures.
- Be familiar with, and follow NRH SLT policies & procedures.
- Be familiar with tests and therapy resources available, their administration and where appropriate scoring and interpretation before use
- Be familiar and keep up to date with the technology resources available
- Be flexible in the approach to providing backup to other therapist caseloads as needs arise.
- Attend case conferences/meetings and develop protocols and links with ongoing agencies / SLTs as part of discharge process.
- Be responsible for the administration and day-to-day management of the SLT relevant sections of the healthcare record and maintain relevant statistics as requested.
- Be responsible for the care, upkeep, security and storage of equipment used and likewise of the work accommodation.
- Ensure a safe environment is maintained for patients, visitors and staff and ensure compliance with Health and safety policies.
- Assume other responsibilities as required by the SLT Manager.

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework

that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

Employee Name: _____

Line Manager Name: _____

Employee Signature: _____

Manager's Signature: _____

Date: _____

Date: _____