



SPEECH AND LANGUAGE THERAPIST MANAGER-IN-CHARGE - III

(Permanent, Full-time)

Particulars of Office

1. The appointment permanent, 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 or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.
4. **Duties**
The Speech and Language Therapist Manage-in-Charge 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. Your contracted hours of work may be liable to be discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis to meet the requirements for extended day / services in accordance with a more productive match between staffing and service activity levels across the working day/week. 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.

10. Termination of office

The employment may be terminated at any time by 4 weeks' 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-verify 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.

16. HR Department Privacy / GDPR Policy

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes, and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.



SPEECH AND LANGUAGE THERAPIST MANAGER-IN-CHARGE III

(Permanent, Full-time)

1. Qualifications

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

- A 3rd level qualification in Speech & Language Therapy with evidence of eligibility for membership of IASLT
- Current registration with CORU
- A minimum of 5 years full time post qualification clinical professional experience; with at least 2 years as a senior Speech & Language Therapist
- A qualification/ relevant experience in Health Services Management/Business
- Evidence of continuing professional development to include management and/or personal development courses.
- Good working knowledge of computer packages and intranet.
- A minimum of 2 years interdisciplinary team work
- A high capacity for responsibility and individual initiative.
- Experience of negotiating and influencing change. Be self-starters with the ability to work under pressure to tight deadlines

Desirable:

- Proven clinical expertise or a thorough academic background in communication disorders associated with acquired brain injury (ABI).
- Interest and/or skills in assistive technology solutions in ABI, dysphagia management, behaviour modification management skills or the needs of high dependency patients with complex communication issues

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.



SPEECH AND LANGUAGE THERAPIST MANAGER-IN-CHARGE III

(Permanent, Full-time)

JOB DESCRIPTION

- Title:** Speech and Language Therapy Manager
- Purpose of the Position:** To lead, manage and develop the speech & language therapy services of the National Rehabilitation Hospital
- Accountable to:** Reporting to and responsible to the Deputy Chief Executive in all service matters and to the Clinical Director regarding all clinical matters.
- Liaison / Communication:**
- Work Collaboratively with all Heads of Services as required (with the Heads of Therapy)
 - All Speech & Language Therapy staff
 - Managers of all Treatment Programmes & other heads of service across shared services
 - Chief Executive Officer, Heads of Department & relevant committees
 - Hospital Executive Committee, Clinical Services Committee & Hospital Medical Board
 - Human Resources Department
 - Other NRH staff as required
 - Forge links with other SLT Managers in hospital & community settings and with the SLT Managers group.



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(Permanent, Full-time)

JOB DESCRIPTION

Overview of the Role

The post holder will:

- Ensure the effective and efficient delivery of a specialised Speech & Language Therapy Service serving NRH patients referred with acquired communication and swallowing disorders, within agreed budget & other allocated resources.
- Ensure the effective and efficient delivery of a specialised Speech & Language Therapy Service that is quality driven with recognised standards of practice within the context of a primary rehabilitation interdisciplinary setting serving the NRH clinical programmes
- Manage the speech & language therapy (SLT) staff (to include basic, senior, clinical specialist, clinical tutor, assistant & administrative grades), to ensure that the highest standards of ethical performance and professional competency are maintained at all times
- Manage the Speech & Language Therapy (SLT) Department and assign staff across therapeutic programmes in collaboration with other service managers as required and according to the needs & resources available
- Participate with Programme Manager, Medical Consultants and other relevant staff in initiating and developing appropriate services to meet patient needs.
- Work with multiple stakeholders in the organisation and development of SLT service & the SLT department, service planning, personnel issues, policy formation and implementation, health safety and risk management, Research and Development, Continuous Professional Development, linking with Higher Education Institutes in training and teaching.
- Contribute to, steer & work on hospital committees as directed by the Chief Executive Officer.
- Promote the role of the speech & language therapy profession in all relevant contexts and settings.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- To be familiar with and comply with all NRH Policies relevant to the post.
- To be familiar with and comply with all speech & language therapy procedures and guidelines
- Work closely & collaboratively with the speech & language therapy team
- Work closely & collaboratively with other heads of department and relevant colleagues
- Ensure that patient confidentiality is maintained at all times.
- Participate in all mandatory training requirements for the post.
- Be responsible for the security of the Speech & Language Therapy Department with particular regard to fire regulations and to ensure that safety standards are maintained with particular regard to manual handling.
- Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.
- Being responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Keeping up to date with all relevant mandatory training for the department.

Specific Accountability

To maintain & adapt work practices, procedures and techniques in line with best practice in speech & language therapy as required

- To maintain protocols for managing all the varied services delivered by the Speech & Language Therapy Department.
- To liaise with HR Department in a timely fashion regarding the recruitment/replacement of SLT staff and participate in the interview and appointment process.
- To induct & continually monitor & comprehensively assess staff performance to maintain high standards of care:
- To carry out comprehensive competency reviews & CPD planning with all the SLT staff, to ensure that their developmental/educational needs are supported with both internal and external training to meet those needs.
- To ensure that staff are facilitated to attend all mandatory training.
- To maintain protocols for staff leave and absence.
- To actively participate in and facilitate the development and implementation of the Hospital's agreed accreditation standards.
- To ensure that safe work practices are observed to protect the well-being of patients, staff & visitors; to manage any hazards identified and the servicing process & maintenance of all equipment in the department to a high level.

Outline of Duties and Responsibilities

Clinical

- To maintain and develop professional standards in the light of changing practices both within and across professions
- To co-ordinate the work of the Speech & Language Therapy Department with therapeutic programmes to ensure the highest standards of patient care and maximum benefit from co-ordinated care.
- To promote the development of SLT educational / training modules to serve NRH colleagues, patients, families & carers /local teams to include Communication Accessibility education & appropriate dysphagia training
- To foster research and projects in the department, relating to the specialities of the hospital and best practice for the care of the patient.
- To ensure that work schedules and work programmes created, reflect the most effective and efficient assignment of staff and other resources, and are adapted as caseload mix & volumes change; and in conjunction with other services
- To work with the Hospital's Medical Council and referring Consultants on clinical matters and to ensure that the volume and mix of cases treated are consistent with core standards and service agreements.
- To keep abreast of new developments, skills & technology in order to initiate and respond to changes in the work environment, as additional roles may be demanded e.g. data analysis, clinical audit, research, video fluoroscopy, FEES.
- To maintain an involvement in an area of clinical interest. The clinical work undertaken should facilitate working in close co-operation with other Speech & Language Therapy staff across the programmes.
- To develop appropriate policies and procedures, review and revise as required in the light of changing service needs.
- Be responsible, in partnership with the SLT clinical tutor, for the practice education of student therapists through provision of placements and through support for therapists who are practice educators within their departments.
- To liaise closely with Clinical Specialists SLTs and Speech & Language Therapy Departments, both nationally and internationally, in order to promote collaboration in professional development and research.

Managerial

- To lead and manage the Speech & Language Therapy Service and to advise on the development, planning and improvement of this service.
- To be available, as required, to staff of the speech & language therapy, to assist them in dealing with any difficulties they are having in managing their duties by offering support and guidance. Where required, to work with other managers of programmes/departments to ensure that problems are appropriately managed.

- To participate in the recruitment and induction of new staff, in consultation with the Human Resource Department, and to maintain records of staff attendance, sick leave, annual leave, and training.
- To arrange appropriate induction of all new staff to the department.
- To assess the competencies and skills of staff throughout their probationary period and annual review to ensure that they reach and maintain the required standards.
- Identify and plan, with support from the Human Resource Manager, the training and development needs of the Speech & Language Therapy staff.
- To maintain records of all staff of the department, including recruitment records, job history, assigned duties, CPD records, training undertaken, leave and absenteeism.
- To be responsible for the overall supervision of all staff assigned to the Speech & language therapy Department.
- To maintain and review policies and procedures in accordance with Health, Safety and Welfare legislation and to ensure that they are known and followed by the Speech & language therapy Team.
- To engage in committee work etc., as designated by the hospital management.
- To liaise with management, managers of departments/programmes and services in the ongoing management/development of services to patients and staff of the hospital.
- To prepare, with support from the Finance Department, budget estimates of resource requirements each year and to ensure expenditure remains within budget allocation.
- To maintain a system of stock control and ordering of supplies for the department.
- To receive and record details of defects in supplies and equipment, mishaps, complaints, and investigate the circumstances as necessary, in close liaison with the Clinical Risk Management Department.
- To participate with the Information Technology Department, with the development and implementation of computer-integrated systems in the department and hospital.
- To engage in audit of the services of the Speech & Language Therapy Department and of programmes in which speech & language therapists are engaged.
- To provide reports/analysis of work of the department as required by management.
- To perform any other duties as assigned by the Medical Board, Clinical Services Committee or the Executive Committee of the hospital.
- To ensure a safe environment is maintained for patients, visitors and staff, and ensure compliance with Health and Safety Policies.
- To provide an Annual Report on the Speech & Language Therapy Service to the Chief Executive Officer & other reports as required.

Strategic Management

- To advocate for service developments & changes aligned with best practice in SLT and rehabilitation services
- To be familiar with government strategies relating to developments in health service delivery.
- To anticipate changing demands on service and respond to these changes.
- To promote the role of the Speech & Language Therapy profession within the NRH and in the broader health service context.

Quality, Patient Safety & Risk Management

The NRH is committed to supporting a culture of continuous quality improvement through effective governance, clinical effectiveness and outcome measurement.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. This involves developing appropriate standards of practice that can be measured from the clinician and service user perspective and requires that the Manager is:

- Responsible to ensure compliance with Health Information and Quality Authority (HIQA) National Standards, Health Service Executive (HSE), CARF/adopted Accreditation Standards, National and Local policies, procedures, guidelines, best practice standards, relevant government legislation and regulations.
- Participate in various standards, NRH accreditation and quality control groups to support the overall achievement and maintenance of the designated NRH quality and accreditation standards.
- To promote and effect a Continuous Quality Improvement (CQI) environment for services at NRH in line with existing and future regulatory requirements.
- To work closely with the Risk Management Department, clinical programmes and services in order to organise and assure implementation of all hospital and external quality, safety and risk management policies, procedures and requirements pertinent to services at the Hospital.

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: _____