



## **Senior Speech and Language Therapist (Permanent/Temporary, Full-time/Part-time) Adult/Paediatric Brain Injury/Stroke Programme**

### **Particulars of Office**

1. A panel will be formed for future permanent/temporary, full-time/part-time Senior Speech and Language Therapy opportunities.

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 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 whole time standard weekly working hours for this grade are 35 hours per week, usually discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis, as appropriate to the particular service. 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 (Only for Permanent Post Holders only)**

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 70 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occurs. 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 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 we act 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](mailto: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.



## **Senior Speech and Language Therapist (Permanent/Temporary, Full-time/Part-time) Adult/Paediatric Brain Injury/Stroke Programme**

We are seeking enthusiastic Senior Speech and Language Therapists with an interest in rehabilitation to work with our team at the National Rehabilitation Hospital (NRH).

Applications are invited from suitably qualified persons for the above vacancy. The candidate must, on the latest date for receiving completed application forms for the office, possess:

### **1. Qualifications**

#### **Essential**

- A degree/Master level qualification in Speech and Language Therapy.
- Current registration with CORU.
- Minimum 3 years post graduate clinical professional experience.
- Dysphagia qualification to accredited level by IASLT.
- 1 years' experience in Neuro-Rehabilitation.
- Experience of Interdisciplinary teamwork.
- Experience in the role of clinical supervision for staff members

#### **Desirable**

- Experience and competency in objective Dysphagia assessment (Videofluoroscopy and/or FEES)
- Experience and competency in Tracheostomy management
- Experience working with a complex paediatric/young person population
- Experience in management of behaviours that challenge
- An interest or knowledge/ skills in Assistive Technology
- Evidence of continuing professional development

## **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.



## **Senior Speech and Language Therapist (Permanent/Temporary, Full-time/Part-time) Adult Brain Injury/Stroke Programme**

<b>Title:</b>	Senior Speech and Language Therapist
<b>Purpose of the Post:</b>	<p>To manage the SLT needs of patients with acquired communication and/ or swallowing disorders following acquired brain injury (ABI), stroke or spinal cord injury. To continuously develop and provide a quality service, based on best practice standards.</p> <p>This post may be based in the Paediatric Family-Centred Rehabilitation Programme, Adult Brain Injury/Stroke or Spinal Cord System of Care programme at the NRH.</p>
<b>Accountable to:</b>	SLT Manager
<b>Liaison / Communication:</b>	Liaise closely with Interdisciplinary team members, SLT Clinical Specialists and SLT colleagues at NRH and all relevant stakeholders.



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## **Overview of the Role**

The post holder will be responsible for:

1. Clinical assessment and management of acquired communication disorders which includes management of behaviours that challenge, electronic and assistive technology (EAT) and consideration of the impact of acquired communication disorders on a person's quality of life and capacity to make decisions.
2. Clinical assessment and management of dysphagia which includes consideration of tracheostomy management and objective dysphagia assessment (competency in tracheostomy, videofluoroscopy and/or FEES is advantageous).
3. Engaging in and promoting interdisciplinary team working and person-centred care. The post holder will also be responsible for clinical supervision of SLT students and colleagues, providing education and CPD opportunities.
4. The post holder will be responsible for the provision of a quality service, continuous service development in line with up to date evidence and best practice guidelines (responsibilities include policy development, risk assessment, audits, and business cases).

## **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.
- Comply with service programme structures.

- Have SLT knowledge and skill, relevant to performing the job.
- Demonstrate competence with the range of assessment and therapy materials.
- Base treatment programmes on patient's needs, research and best practice standards and provide intensive rehabilitation.
- Demonstrate competence in appropriate technical skills & PC use.
- Demonstrate competence in Alternative Augmentative Communication systems.
- Have excellent people communication skills.
- Have excellent written communication skills (reports, guidelines, data).
- Show good teamwork skills with all colleagues.
- Demonstrate leadership skills that foster staff and service development.
- Ensure a safe environment is maintained for patients, visitors and staff and ensure compliance with Health and safety policies.
- 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.
- Assume other responsibilities, as required by the SLT Manager.

### **Specific Accountability**

- Be responsible for and manage the SLT service assigned, in liaison with the SLT manager to ensure a quality, efficient and co-ordinated streamlined SLT service for patients and their families.
- Manage an assigned caseload of NRH patients with acquired communication needs, in close liaison with the SLT Manager and other senior SLT staff. Be responsible for the assessment, diagnosis, treatment and discharge of patients referred, being flexible to changing needs.
- Develop a high level of competency in all the necessary skills for the management of communication and/or swallowing disorders associated with acquired brain injury and/or spinal cord injury.
- Provide leadership to build a quality patient centred comprehensive service; identify service and training needs, consult and make recommendations on SLT standards, policies & procedures and be flexible and innovative in delivery of services within an interdisciplinary teamworking approach.
- Be responsible for training, upskilling and supervision of SLT staff & students, supporting their development and growth.

- Be informed of current trends and clinical developments through both attendance at relevant training courses/conferences and relevant reading and national developments related to Neurorehabilitation.
- Organise and do relevant and ongoing carer & staff education /training.
- Maintain detailed and relevant statistics as to allow analysis of workload and service and for comparisons of projected and actual capacities.
- Provide an annual report on the service to the SLT Manager. Interim reports may also be requested for service needs.
- Develop networks that support SLT needs of patient/carers/family throughout their rehabilitation journey.

### **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 available, their administration and scoring before use and to co operate with sharing of resources.
- Be familiar with therapy resources before use and to co operate with sharing of equipment.
- Have or acquire technical skills in PC use. Be familiar with the technology resources available.
- Be flexible in the approach to the delivery of SLT services, working with SLT colleagues and members of the Interdisciplinary team to ensure accessible, effective and efficient services.
- Participate in all activities, such as case conferences/team meetings, that promotes person-centred coordinated rehabilitation across health, social care and voluntary services.
- Promote and participate in relevant staff education /training and other related education programmes as appropriate.
- Have or acquire technical skills to explore and develop AAC (Alternative Augmentative Communication) systems for those who require it. Be familiar with the resources available before use.
- Be responsible for the care, upkeep, security and storage of equipment used and likewise of the work accommodation.
- Be responsible for the administration and day-to-day management of documentation, healthcare records and maintaining relevant statistics as requested.
- 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: \_\_\_\_\_