



# **Staff Grade Speech and Language Therapist (Permanent/ Temporary, Full-time/ Part Time)**

## **Job Description**

### **Particulars of Office**

1. The appointments available are permanent/ temporary, and full-time/ part- 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 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**

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). 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.



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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.
- Registration with CORU
- Evidence of knowledge in management of acquired communication disorders at undergraduate/ post graduate level
- Experience in acquired communication disorders is advantageous
- Experience of interdisciplinary teamwork is advantageous
- An interest or knowledge & skills in assistive technology is advantageous
- Strong computer and administrative skills for role

### **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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### **Job Description**

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



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## **Job Description**

### **Overview of the Role**

This post serves the NRH SLT rehabilitation services with a focus on:

- Providing a patient centred service via one-to-one therapy and group therapy within a model of inter-disciplinary (IDT) working.
- Clinical management of all patients with acquired communication and/or swallowing disorders, addressing the needs of patients and the impact of communication and/or swallowing disorders on quality of life.
- This post requires a flexible approach to caseload management within the team.
- This position also carries responsibility for education and training of/with patients, families, carers, and team members.

### **ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES**

#### **General Accountability**

- 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**

- Work effectively as a speech & language therapist, integrating professional and clinical roles to provide the highest ethical and patient centred care, within an IDT framework
- 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 electronic and assistive technology 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.
- 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

### **Outline of Duties and Responsibilities**

- Clinical management 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.
- Document all assessment, diagnosis, treatment/intervention plans, clinical notes, relevant contacts, and summaries in accordance with department, NRH and professional standards.
- Develop competencies in all the necessary skills for the management of acquired communication and /or swallowing disorders associated with acquired brain injury.
- Be informed of current trends and clinical developments through both attendance at relevant training courses/conferences and relevant reading.
- Contribute to patient, family, carer & staff education /training as indicated
- Maintain detailed and relevant statistics, to allow analysis of workload and service and for comparisons of projected and actual capacities.
- Develop networks for ongoing support of SLT needs of patient/carers/family after discharge.
- Be familiar with assessment measures and therapy resources available, their administration and where appropriate scoring and interpretation before use
- Be responsible for the administration and day-to-day management 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.

## **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: \_\_\_\_\_