



**Speech and Language Therapist (Staff Grade)
Job Specification & Terms and Conditions**

Job Title and Grade	Speech and Language Therapist (Staff Grade) <i>(Grade Code: 336Y)</i>
Taking up Appointment	A start date will be indicated at job offer stage.
Reporting Relationship	The professional reporting relationship for clinical governance and clinical supervision will be to the Speech and Language Therapist Manager through the professional line management structure.
Purpose of the Post	The Speech and Language Therapist (Staff Grade) will be responsible for the provision of a high quality, person-centred Speech and Language Therapy service to a designated clinical area(s) and will carry out clinical and educational duties as assigned by the Senior Speech and Language Therapist / Speech and Language Therapist Manager.
Principal Duties and Responsibilities	<p><i>The Speech and Language Therapist (Staff Grade) will:</i></p> <p><u>Professional / Clinical</u></p> <ul style="list-style-type: none"> • Be responsible for assessment, diagnosis, planning, implementation and evaluation of treatment / intervention programmes for service users according to professional standards. • Arrange and carry out assessment and treatment / intervention programmes in appropriate settings in line with local policy / guidelines and professional standards. • Communicate results of assessments and recommendations to the service user and relevant others as appropriate. • Document all assessment, diagnosis, treatment / intervention plans, clinical notes, relevant contacts and summaries in accordance with department and professional standards. • Collaborate with service user, family, carers and other staff in goal setting and treatment / intervention planning. • Foster close working relationships with colleagues and other relevant professionals in maximising the service users' potential. • Provide support and information in relation to communication and / or feeding, eating, drinking and swallowing disorders etc. to service users and relevant others. • Attend clinics and participate in meetings, case conferences, ward rounds etc. as agreed with the Speech and Language Therapist Manager. • Participate in teams; communicating and working in collaboration with the service user and relevant others as part of an integrated package of care. • Represent the department / profession / team at meetings and conferences as designated. • In conjunction with the Speech and Language Therapist Manager, contribute to the development and implementation of procedures, policies and guidelines while adhering to existing standards and protocols. • Actively engage in team based performance management. • Participate in and develop activities which support Health Promotion. • Seek advice and assistance from Speech and Language Therapist Manager with any assigned cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance. • Maintain professional standards in relation to confidentiality, ethics and legislation. • Supports a culture that values diversity and respect. • Operate within the scope of Speech and Language Therapy practice as per CORU requirements and in accordance with local guidelines. • Carry out other duties as assigned by the Speech & Language Therapist Manager. <p><u>Education and Training</u></p>

	<ul style="list-style-type: none"> • Participate in mandatory training programmes. • Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, promoting and contributing to research etc. as agreed with the Speech and Language Therapist Manager. • Engage in support / supervision with Speech and Language Therapist / Speech and Language Therapist Manager and participate in performance review. • Participate in the practice education of student therapists. Actively participate in teaching / training / supervision of other Speech and Language Therapy and non-Speech and Language Therapy staff / students and attend practice educator courses as appropriate. <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> • Work in a safe manner with due care and attention to the safety of self and others. • Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. • Be aware of risk management issues, identify risks and take appropriate action. • Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s). • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p><u>Administrative</u></p> <ul style="list-style-type: none"> • Contribute to the planning and development of the Speech and Language Therapy Service and participate in service improvements. • Comply with department procedures with regard to assessment, recommendation and provision of all assistive equipment / custom made devices. • Keep up-to-date statistics and other administrative records as required within the Speech and Language Therapy department. • Participate in the establishment and maintenance of standards for quality improvement and adhere to existing standards and policies. • Assist in the organisation, maintenance and / or ordering of equipment and materials used in assessment and treatment. • Participate in audit / outcome measurement of intervention as directed by the Senior Speech and Language Therapist / Speech and Language Therapist Manager. • Represent the department at meetings and conferences as required by the Senior Speech and Language Therapist / Speech and Language Therapist Manager. • Engage in IT developments as they apply to service user and service administration. • Keep up to date with developments within the organisation and the Irish Health Service. <p>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>Candidates must have at the latest date of application:</p> <p>Health A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>Character Each candidate for and any person holding the office must be of good character.</p>
<p>Skills, competencies and/or knowledge</p>	<p>Professional Knowledge & Experience <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate sufficient clinical knowledge, clinical reasoning skills and evidence based practice to carry out the duties and responsibilities of the role.

	<ul style="list-style-type: none"> • Demonstrate an appropriate level of understanding of the Speech and Language Therapy process, the underpinning theory and its application to the role. • Within practice, demonstrates sound clinical and professional judgement consistent with accepted models of Speech and Language Therapy practice. • Demonstrate commitment to continuing professional development. • Demonstrate a willingness to develop IT skills relevant to the role. <p>Planning and Managing Resources <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate the ability to plan and deliver care in an effective and resourceful manner. • Demonstrate awareness of potential problems and flexibility in prioritising to maintain service standards. • Demonstrate innovation in working within resource limitations to enhance service delivery. • Demonstrate ability to take initiative and be appropriately self-directed in a busy working environment. <p>Team Player <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate effective team skills and the ability to work collaboratively with others. • Demonstrates a willingness to get involved and assist others as appropriate. • Promotes and participates in a culture of involvement and consultation. • Demonstrates the ability to react constructively to setbacks, is able to maintain professionalism and manage situations where conflict arises. <p>Commitment to providing a Quality Service <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate a commitment to the delivery of a high quality, person centred service. • Treats all service users with dignity and respect and ensures that welfare of the service user is a key consideration at all times. • Demonstrate adaptability and an openness to change. <p>Evaluating Information and Judging Situations <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate the ability to evaluate information and make effective decisions in relation to service user care. • Demonstrates the ability to think ahead to the consequences of decisions and considers precedence to ensure consistency. • Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have input. <p>Communications and Interpersonal Skills <i>For example:</i></p> <ul style="list-style-type: none"> • Display effective communication skills (verbal & written). • Tailors the communication method and the message to match the needs of the audience. • Demonstrates interpersonal skills including the ability work in partnership with others. • Is sensitive to issues arising from multiple stakeholders, is patient and understanding. • Demonstrates good negotiation skills, is assertive as required.
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Campaign Specific Selection Process

Ranking/Shortlisting / Interview

A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.

Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.

Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.

<p>Code of Practice</p>	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information for Candidates".</p> <p>Codes of practice are published by the CPSA and are available on https://www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on https://www.cpsa.ie/.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.</p> <p>This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>	