

Job Description and Person Specification

Senior Speech & Language Therapist Early Supported Discharge Stroke Team

Permanent Position

Reference: HR23E011

Closing Date for Applications: 1st February 2023

Interviews via Skype: 9th February 2023

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: +353 (1) 221 6062 or recruitment@svuh.ie

Job title / Grade: Speech and Language Therapist Early Supported Discharge Stroke Team

Reports to: Reports to and is accountable to the Speech and Language Therapist Manager & Head of Health and Social Care Professions

Role Summary/Job Purpose

To provide a quality Speech & Language therapy Service to patients presenting with communication disorders and/or disorders of feeding, eating, drinking and swallowing. This is a senior post with responsibility for the development of our new early supported discharge service. They will work collaboratively with the stroke and neurology teams. The post holder will also, provide rotational cover when required to our service at St. Michael's Hospital.

Key Duties and Responsibilities

Professional /Clinical

The Senior Speech and Language Therapist will:

- Be responsible for assessment, diagnosis, planning, implementation and evaluation of treatment/intervention programmes for patients with communication and/or disorders of oro-pharyngeal swallowing function and feeding ability according to professional standards
- Be able to make highly specialist clinical decisions following assessment of complex cases
- Arrange and carry out assessment and treatment/ intervention programmes in line with local policies/guidelines
- Communicate results of assessments and recommendations to the patient and relevant others as appropriate in line with local policies/guidelines
- Document all assessments, diagnosis, treatment/intervention plans, clinical notes, relevant contacts and summaries in accordance with department and professional standards
- Collaborate with patients, families, carers and other staff in goal setting and treatment/intervention planning
- Liaise with all disciplines involved with direct patient care so that all facets of patient care are planned and co-ordinated
- Provide support and information in relation to communication and/or feeding, eating, drinking and swallowing disorders etc. to patients, their carers and relevant others
- Act as patient advocate, involving communication, negotiation and representation of stroke and neurology patients 'values and decisions in collaboration with other members of the MDT.
- Develop and support the concept of advocacy particularly in relation to patients' participation in decision making thereby enabling informed choice of treatment options through education and information.
- Provide and advocate for appropriate assessments, supports and strategies for patients with stroke and neurological related changes and difficulties.
- Be responsible for the maintenance of standards of practice of self and designated staff
- Manage a caseload effectively including prioritisation, time management and efficient use of service delivery models
- Provide clinical leadership in the day-to-day running of the service by supporting and supervising staff, prioritising and allocating work and promoting positive staff morale
- Attend clinics and participate in meetings, case conferences, ward rounds etc. as appropriate

- Represent the department/profession/team at meetings and conferences as designated by Speech & Language Therapist Manager
- Contribute to the establishment and maintenance of standards /strategies for quality improvement and outcome measurement and adhere to existing standards and protocols
- Participate in and collaborate with departmental and hospital research projects
- Actively engage in team based performance management, where appropriate
- Maintain professional standards in relation to confidentiality, ethics and legislation
- Seek advice and assistance from the Speech & Language Therapist Manager with any assigned cases or issues that prove to be beyond scope of his/her professional competence in line with principles of best practice and clinical governance
- Operate within the scope of practice as set out by the Irish Association of Speech and Language Therapists
- Participate in the clinical education of Speech and Language Therapy students as appropriate
- Participate in and develop activities which support Health Promotion
- Carry out other duties as assigned by the Speech and Language Therapist Manager
- Liaise with other speech & language therapy stroke and neurology services within our region.
- Have involvement in maintaining and improving procedures for collaboration and cooperation between acute hospital services, community services, primary care and voluntary organisations.

Education and Training

The Senior Speech and Language Therapist will:

- Participate in mandatory and recommended training programmes in accordance with departmental/organisational guidelines
- Maintain and develop professional expertise and knowledge by actively engaging in continuing professional development e.g. reflective practice, by attending and presenting at in-service events, training courses, conferences, professional courses or other courses relevant to practice, participating in research etc.
- Avail of and participate in own supervision with Speech and Language Therapist Manager
- Manage, participate and play a key role in practice education of student therapists and promote and engage in teaching/training/support of others as appropriate (e.g. to staff, students, patients, carers etc.)
- Attend practice educator courses as required
- Participate in planning and performance management/personal development reviews as required with the Speech and Language Therapist Manager
- Maintain a continuous professional development (CPD) folder/online log in accordance with departmental and IASLT guidelines

Health and Safety

The Senior Speech and Language Therapist will:

- Comply with hospital and community policies in relation to fire, health & safety, risk management, Freedom of Information, patient confidentiality, radiation safety and dignity in the workplace.
- Document appropriately and report any near misses, hazards and accidents and bring to the attention of the relevant person(s) in line with best practice
- Work in a safe manner with due care and attention to the safety of self and others

- Keep up-to-date with all departmental and hospital standards, policies, guidelines and protocols
- Be aware of risk management issues, identify risks and take appropriate action
- Promote a culture that values diversity and respect

Administrative

The Senior Speech and Language Therapist will, in consultation with the Speech and Language Therapist Manager:

- Be responsible for the co-ordination and delivery of service in designated area (stroke care, neuro-rehabilitation and early supported discharge)
- Ensure good working practice and adherence to standards of best practice
- Promote quality by reviewing and evaluating the Speech and Language Therapy service, identifying changing needs and opportunities to improve services
- Assist the Speech and Language Therapist Manager in service development, including policy development and implementation
- Ensure the maintenance of accurate records in line with best clinical governance, the organisation's requirements and the Freedom of Information Act, and provide reports and other information/statistics as required
- Engage in service audit and demonstrate the achievement of the service objectives and Key Performance Indicators and Quality Improvement Projects
- Deputise for the Speech and Language Therapy Manager as required
- Engage in technological developments as they apply to patient care and service administration
- Be responsible for the organisation and maintenance of clinical equipment
- Keep up to date with change and developments within the Irish Health Service

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.

Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

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 St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

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, proc

- **Note: The job description must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.**
- **Date: December 2022**

Enquiries to:

Fionnuala Duffy, Head of Health & Social Care Professions and Speech & Language Therapist Manager (01) 2214859

Person Specification

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none">▪ Provide proof of Statutory Registration on the Speech & Language Therapist Register maintained by the Speech & Language Therapists Registration Board at CORU before a contract of employment can be issued.	
Experience (length and type)	<ul style="list-style-type: none">• Have at least three years full time (or an aggregate of three years full time) post qualification clinical experience.• Have the requisite knowledge and ability (including a high standard of suitability, management, leadership and professional ability) for the proper discharge of the duties of the office	
Core Competencies	<p><u>Clinical & Professional Competencies-</u></p> <ul style="list-style-type: none">• Assessment• Diagnostics• Treatment <p><u>Planning & Managing Resources</u></p> <p><u>Decision Making & Judging Situations</u></p>	

	<u>Setting Standards & Ensuring Quality</u> <u>Team working</u> <u>Being a Leader & Role Model</u> <u>Embracing Change & Service Development</u>	
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Particulars of Office:

The appointment is: Full-time, Permanent and Pensionable

Annual Salary: €57,450 - €67,645

Probationary Period: The appointee shall hold office for a probationary period of six months
– The Hospital's Probation and Induction policy will apply.

Pension Scheme: The terms of the Voluntary Hospitals Superannuation Scheme (VHSS) and the Voluntary Hospitals Spouses and Children's Scheme will apply to this position. The candidate will be entered into one of the Hospital Superannuation Schemes.

Working Hours: The person appointed will work a basic 37 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

Annual leave entitlement: 30 days per annum pro rata each year. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the SLT Manager.

Benefits of working at St Vincent's University Hospital

- Defined benefit pension scheme
- Flexible working hours
- Access to excellent learning and development opportunities
- Library facilities
- Subsidised staff restaurant
- Subsidised pharmacy
- Access to subsidised Gym Facilities
- Access to health services credit union
- Group discount for health insurance
- Excellent access to public transport including dart and bus routes.
- Tax saver commuter ticket scheme

Additional Information

Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

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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.

Protection of Persons Reporting Child Abuse Act 1998

As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

Application Process: St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital is not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

Non-European Economic Area Applicants: While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non-European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees: Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one weeks' notice of interview. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All

Interviews are held in the HR Department of St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

Disability: Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

Declaration: Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

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January 2023