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| **Job Specification; Sample Content****Speech and Language Therapist, Clinical Specialist (3025)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Purpose of the Post**  | ***For Example:*** The Speech and Language Clinical Specialist will be responsible forthe effective and efficient delivery of an evidenced based, service-user focused, quality Speech and Language Therapy Service, in a specialty area.  |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Speech and Language Therapist, Clinical Specialist will:***Professional / Clinical*** Identify and prioritise the requirements of the service within a constantly changing environment.
* Ensure that professional standards are maintained through clinical audit, supervision and training.
* Operate within the scope of Speech and Language Therapy practice as per CORU requirements and in accordance with local guidelines.
* Keep abreast of research and practice developments in relevant clinical areas. Lead and facilitate research projects relevant to the specialist area.
* Develop guidelines for safe and effective Speech and Language Therapy practice related to the specialist area.
* Act as an advanced clinical advisor to colleagues and others.
* Be responsible for a clinical caseload.
* Demonstrate advanced proficiency in the ability to assess and prioritise clients according to clinical needs using clinical reasoning skills.
* Ensure a high standard of Speech and Language Therapy assessment, treatment and management to provide for clients under his/her care and ensure that professional standards of practice are adhered to.
* Prioritise and maximise effectiveness of intervention using available resources to ensure service demands are optimally met e.g. appropriate delegation and onward referral.
* Collaborate and effectively communicate with the Speech and Language Therapy Manager and the multidisciplinary team regarding referral pathways to the specialist area and client management to ensure a safe effective and efficient service.
* Demonstrate advanced knowledge of care pathways appropriate to clients availing of the service and proactively work with colleagues to design and implement processes to improve flow for clients.
* Take a key role in discharge planning.
* Ensure the privacy and dignity of the client is respected at all times.
* Work within the multidisciplinary team ethos and liaise with staff to ensure effective communication.
* Promote changes in work practices, procedures, techniques or technology having regard to the development of best practice and advanced practice in Speech and Language Therapy.
* Communicate with other clinical specialists nationally and internationally to further develop clinical excellence and research.
* Serve on and advise such committees that may be set up relevant to the area of clinical speciality.

**Education and Training*** Participate in mandatory training programmes.
* Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate.
* Engage in peer support with Speech and Language Therapist colleagues.
* Engage in professional clinical Speech and Language Therapist supervision.
* Be responsible, in partnership with local General Management, for the practice education of student therapists through provision of placements and through support for therapists who are practice educators within their departments.
* Ensure newly qualified therapists have adequate induction and clinical supervision.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Health and Safety*** Promote a safe working environment in accordance with Health and Safety legislation.
* Be aware of and implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* Be aware of risk management issues. Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Document appropriately and report any adverse incidents, near misses, hazards and accidents in accordance with organisational guidelines.
* 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.

**Management*** Responsible for the co-ordination and delivery of service in designated area(s).
* Review and allocate resources within the designated area, in collaboration with relevant others.
* Advise the Speech and Language Therapy Manager on matters relevant to the optimal functioning of the Speech and Language Therapy Service in the specialist area and in service development of the Speech and Language Therapy Department.
* Assist in the setting and monitoring of clinical standards, policies and procedures, evaluation of clinical practice, quality control and clinical audit.
* Foster and lead a culture and practice of; evaluating service outcomes; data collection; implementing quality improvement initiatives as appropriate.
* Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements and the Freedom of Information Act, GDPR, and render reports and other information / statistics as required.
* Develop and implement strategic service and business plans, quality initiatives etc. based on up to date evidence-based practice and report on outcomes.
* Be responsible for the succession planning/sustainability of new service developments.
* Put in place evaluating mechanisms appropriate to the specialist area and continually audit and evaluate the service with a view to maximising effectiveness, efficiency and quality.
* Work within the multidisciplinary team and liaise with staff to ensure effective communication.
* Communicate with other clinical specialists nationally and internationally to further develop clinical excellence and research.
* Serve on and provide specialist advice to committees / working groups that may be set up relevant to the area of clinical speciality.
* Represent the department / team at meetings and conferences as appropriate.
* Liaise with the Speech and Language Therapist Manager regarding the needs, interests and views of Speech and Language Therapy staff.
* Promote good team working, and a culture that values diversity and respect.
* Engage in IT developments as they apply to service user and service administration.
* Keep up to date with developments within the organisation and the wider 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 them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:****The candidate must demonstrate:***Professional Knowledge and Experience** *For example:** Demonstrates an advanced level of clinical knowledge, clinical reasoning skills and evidence based practice appropriate to carrying out the duties and responsibilities of the role in line with relevant legislation and standards.
* Demonstrates an ability to apply specialist knowledge to best practice.
* Demonstrates evidence of having applied / used appropriate assessment tools and treatments and a knowledge of the implications of outcomes for service users, particularly those with complex needs in the specialist area.
* Demonstrate a willingness to engage and develop IT skills relevant to the role.

**Planning and Managing Resources**  *For example:** Balances clinical work with other research and educational responsibilities.
* Provides flexible interventions to meet the varied needs of individual service users.
* Demonstrates the ability to plan and manage the delivery of an optimum service in an effective and resourceful manner, within a model of person-centred care.
* Demonstrates a high level of initiative, flexibility and adaptability in response to workforce demands.
* Promotes the delivery of a holistic, user-focused approach, which encompasses a multi-professional and inter-professional perspective.

**Managing and Developing (Self and Others)***For example:** Demonstrates advanced leadership and team skills including the ability to lead by example.
* Demonstrates a commitment to managing and developing self and others in a busy working environment.
* Deals positively and constructively with obstacles and conflict within teams.
* Demonstrates commitment to continuing professional development (CPD) and facilitates staff development by providing support such as; supervising, mentoring, coaching and formal development planning. Develops and/or implements systems to support a CPD culture within the service.

**Commitment to providing a Quality Service***For example:** Leads on the design, delivery and implementation of a high quality, person centred service.
* Designs and develops new, innovative and non-traditional service delivery models which aim to promote a comprehensive and integrated quality service within evolving healthcare structures, overcoming any resource limitations.
* Demonstrates and promotes collaborate working relationships as well as having the ability to work independently and exercise a high degree of professional autonomy.
* Displays awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect.

**Evaluating Information and Judging Situations** *For example:** Exercises a high degree of professional autonomy in the analysis of highly complex facts or situations that contribute to the implementation of a treatment or management strategy for the service user.
* Demonstrates the ability to effectively analyse and critically evaluate complex information and make appropriate decisions.
* Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach.
* Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties and/or to respond to changing needs. Recognises how service constraints impact on service delivery.

**Communications and Interpersonal Skills***For example:** Displays effective communication skills (written and verbal) e.g. presents written information in a clear, concise and well-structured manner / communicates complex information by tailoring the communication method and the message to match the needs of the audience.
* Demonstrates sound interpersonal skills including the ability to collaborate effectively with a wide range of people, colleagues, families, carers etc.
* Demonstrates sensitivity, diplomacy and tact when dealing with others and is patient and tolerant when dealing with conflict or negative attitudes from others.
* Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view.
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