***Speech & Language Therapist, Senior***

***A note – Revised Care Groups***

*The Senior SLT Care Groups were recently revised to ensure alignment with evolving changes to service delivery models. These care groups were agreed by a representative group of Speech & Language Therapy Managers in conjunction with CHO, Acute and National HR personnel. Senior Speech & Language Therapist recruitment should now be structured around these revised care groups.*

*Why are these care groups relevant?*

*The revised care groups were designed to support the development of recruitment panels that will be in alignment with upcoming organisational changes to service provision, especially in relation to Slaintecare and the establishment of the Regional Health Authorities (RHAs).*

*What do I need to do as a Recruiter?*

*The first step is to agree the campaign design with the Discipline Manager - deciding if the recruitment campaign will be for all care groups, or some of the care groups[[1]](#footnote-1) (see Care Groups below). The care group(s) to be recruited for will depend on current and future vacancies and any existing panels in place. Once it is agreed what care group(s) are being recruited, the Recruiter can then design the recruitment campaign and associated documentation to reflect them i.e. reflecting the care group(s) in the Job Specification, application form, short listing and interview content; interview board composition / care group expertise, and formation of care group panels.*

*The care group areas are presented below along with a description of the services within that care group area.*

*Note: Feeding, Eating, Drinking and Swallowing Difficulties (FEDS) is described as ‘mandatory’ / ‘not mandatory’ for each care group as relevant.*

**Speech & Language Therapist, Senior Care Groups (Agreed April 2022)**

* **Care Group Area 1:** Over 18 Adult: Adult Acquired, Older Persons. *Covering Community & Acute Services. FEDs mandatory*
* **Care Group Area 2:** Paediatrics Primary Care. *Covering Community services only (FEDs not mandatory)*
* **Care Group Area 3:** Paediatric Disability incorporating Autism, Intellectual Disability, and Physical & Sensory Disability. *A requirement for a FEDs / Dysphagia qualification should be specified in the ‘Post Specific Requirements’ section of the Job Spec where it is a requirement. The Application Form should be designed to capture if an applicant has a dysphagia qualification or not and the panel should record if a candidate has a dysphagia qualification or not. This will facilitate job offers being made dependent on the need for a dysphagia qualification for a particular role or not.*
* **Care Group Area 4:** Child & Adolescent Mental Health in all settings. *FEDs not mandatory.*

It is recognised that a small number of bespoke campaigns may be required for specialised settings:

* Bespoke campaigns due to small number of posts: Acute Paediatrics *FEDs mandatory*
* Bespoke campaigns due to small number of posts: Adult Mental Health *FEDs mandatory*
* Bespoke campaigns due to small number of posts: Adult Disability *FEDs mandatory*

**If a particularly specialised post arises the care groups above may be modified, recording the rationale for this modification for audit purposes.**

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| **Job Specification; Sample Content****Speech and Language Therapist, Senior (3379)** |
| **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.** |
| **Reporting Relationship** | ***For Example:*** Your 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**  | ***For Example:*** * To be responsible for the provision of a high quality Speech and Language Therapist service in accordance with standards of professional practice.
* To work in conjunction with other team members in co-ordinating and developing the service to meet the needs of the population it serves in line with the objectives of the organisation.
* To work with the Speech and Language Therapist Manager in ensuring the co-ordination, development and delivery of a quality, client centred Speech and Language Therapist service across and between networks in the geographical area.
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| **Principal Duties and Responsibilities** | ***For Example:*** *The Speech and Language Therapist Senior will:***Professional / Clinical*** Be responsible for assessment, diagnosis, planning, implementation and evaluation of treatment / intervention programmes for service users according to professional standards.
* Make clinical decisions following assessment of complex cases.
* Arrange and carry out assessment and treatment / intervention programmes in appropriate settings (e.g. clinic, home, school, day centre) in line with local policy / guidelines.
* Communicate results of assessments and recommendations to the service user and relevant others as appropriate.
* Document all assessments, diagnoses, 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.
* 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.
* Be responsible for maintenance of standards of practice of self and designated staff.
* Foster close working relationships with colleagues and other relevant professionals in maximising service user potential.
* Actively engage in team based performance management.
* Provide support and information in relation to communication and / or feeding, eating, drinking and swallowing disorders etc. to service users and relevant others.
* Participate in teams; communicating and working in collaboration with the service user and other team members as part of an integrated package of care.
* Attend clinics and participate in relevant meetings, case conferences and ward rounds as appropriate.
* 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.
* Seek advice and assistance from the 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.
* Participate in and develop activities which support health promotion.
* Ensure that professional standards are maintained in relation to confidentiality, ethics and legislation.
* 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 and Language Therapist Manager.

**Education and Training*** Participate in mandatory training programmes.
* Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, contributing to research etc. as agreed by the Speech and Language Therapist Manager.
* Engage in professional clinical supervision with the Speech and Language Therapist Manager.
* Engage in peer support with Senior Speech and Language Therapist colleagues.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Manage, participate and play a key role in the practice education of student therapists. Take part 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
* Ensure newly qualified therapists have adequate induction and clinical supervision and assist in implementing annual staff development and performance review.

**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.

**Administrative*** Be responsible for the co-ordination and delivery of service in designated area(s).
* Review and allocate resources within the designated area, in collaboration with the Speech and Language Therapist Manager and relevant others.
* Promote good working practice and uniformity of standards of best practice.
* Promote quality by reviewing and evaluating the Speech and Language Therapy service regularly, identifying changing needs and opportunities to improve services, in collaboration with the Speech and Language Therapist Manager and relevant others.
* Develop and implement service / business plans, quality initiatives, audits etc. and report on outcomes in collaboration with the Speech and Language Therapist Manager.
* Collect and evaluate data about the service user group and demonstrate the achievement of the objectives of the service.
* 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.
* 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.
* Participate in the management of Speech and Language Therapy stock and equipment in conjunction with the 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.

**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.**  |
| **Sample****Post Specific Requirements** | ***For Example:*** **Post Specific Requirements****This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in a particular care group role.****Post Specific Requirements are not additional qualifications. It is not possible to include other qualifications in this section, without engaging in having those qualifications recognised as an essential part of the role.** **Depending on the agreed care group(s) being recruited for, specify here the depth and breadth of experience required for each care group area i.e. use text below dependent on the care group(s) being recruited.** * **Care Group Area 1:** Over 18 Adult: Adult Acquired, Older Persons. *Covering Community & Acute Services. FEDs mandatory*
* **Care Group Area 2:** Paediatrics Primary Care. *Covering Community services only (FEDs not mandatory)*
* **Care Group Area 3:** Paediatric Disability incorporating Autism, Intellectual Disability, and Physical & Sensory Disability. *FEDs/ Dysphagia qualification may be needed for certain roles and will be made known at advertisement stage and job offer stage as relevant.*
* **Care Group Area 4:** Child & Adolescent Mental Health in all settings. *FEDs not mandatory.*

Bespoke Campaigns: Post specific requirements for bespoke campaigns as relevant to the service area being recruited for: * Acute Paediatrics *FEDs mandatory*
* Adult Mental Health *FEDs mandatory*
* Adult Disability *FEDs mandatory.*

**If a particularly specialised post arises the care groups above may be modified, recording the rationale for this modification for audit purposes.** |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The candidate must demonstrate:***Professional Knowledge and Experience** *For example:** Demonstrate 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.
* Demonstrate an appropriate level of understanding of the Speech and Language Therapy process, the underpinning theory and its application to the role.
* Demonstrate evidence of having applied / used appropriate assessment tools and treatments and a knowledge of the implications of outcomes for service users.
* Demonstrate the knowledge, abilities and technical skills required to provide safe, efficient and effective service in the area of practice.
* Demonstrate a willingness to engage and develop IT skills relevant to the role.

**Planning and Managing Resources**  *For example:** Demonstrates the ability to plan activities and co-ordinate resources to ensure value for money and maximum benefit for the organisation.
* Demonstrates ability to prioritise the most important tasks on an ongoing basis.
* Demonstrates flexibility and adaptability in response to workforce demands.
* Demonstrate ability to take initiative and to be appropriately self-directed.

**Managing and Developing (Self and Others)***For example:** Demonstrates ability to lead by example and adapts leadership style to suit the demands of the situation and the people involved.
* Demonstrate an ability to manage and develop self and others in a busy working environment.
* Demonstrate the ability to work independently as well as part of a team, collaborates well with others.
* Demonstrates the ability to react constructively to setbacks and to both give direction / feedback, and take direction / feedback, from others.
* Demonstrates a commitment to continuous professional development and knowledge sharing.

**Commitment to providing a Quality Service***For example:** Demonstrate a commitment to and the ability to lead on the delivery of a high quality, person centred service.
* Demonstrates innovation in the provision of person-centred care and in overcoming resource limitations.
* Ensures that all service users are treated with dignity and respect and ensures that the welfare of the service user is a key consideration at all times.
* Works at an operational level to build alliances and learn how to best position service delivery to meet the needs of its service users.
* Is open to change and supports the implementation of change.

**Evaluating Information and Judging Situations** *For example:** Demonstrate the ability to evaluate information and make effective decisions in relation to service user care.
* 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. Recognises how service constraints impact on service delivery.

**Communications and Interpersonal Skills***For example:** Displays effective communication skills (verbal and written).
* Tailors the communication method and the message to match the needs of the audience; demonstrates active listening skills.
* Demonstrates effective interpersonal skills including the ability to collaborate in partnership with others.
* Demonstrates sensitivity, diplomacy and tact when dealing with others; is patient and tolerant when dealing with conflict situations.
* Demonstrates strong negotiation skills; remains firm but flexible when putting forward a point of view.
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1. *Depending on service need, there may be a requirement to recruit for one or more of the care group areas.*  [↑](#footnote-ref-1)