**Speech and Language Therapist, Senior, CDNT
Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade** | **Speech and Language Therapist, Senior, Children’s Disability Network Team (Supplementary)****Teiripeoir Urlabhra & Teanga, Sinsearach***(Grade Code: 3379)* |
| **Campaign Reference** | SC.028.2023 |
| **Closing Date** | Rolling Campaign  |
| **Proposed Interview Date (s)** | To be confirmed |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | If you apply and are successful at interview you will be placed on a panel. Once you are on the panel, you decide which post you would like to work in and where. You will be informed about all Senior Speech and Language posts within the CDNT Service in the following areas:* Donegal North
* Donegal East & Inishowen
* Donegal South West

A supplementary panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled in CHO 1 – Donegal. . Once formed, the panel will remain in existence for 12 months. |
| **Informal Enquiries** | Alvin Doherty, Children’s Disability Network Manager, Donegal East & Inishowen,Mobile: 0871305824 Email: Alvin.doherty@hse.ie Gerard Gallagher, Children’s Disability Network Manager, Donegal South West,Mobile: 0874095164 Email: Gerard.gallagher3@hse.ie Siobhan Taylor, Children’s Disability Network Manager, Donegal North,Mobile: 0877374184 Email: siobhan.taylor@hse.ie  |
| **Details of Service** | Under Progressing Children’s Disability Services, The Children’s Disability Network Services currently provide services for children and young adults with complex needs aged 0-18yrs. We provide a range of therapy, diagnostic and assessment services and family supports.Our Team model is an interdisciplinary approach and our team includes OTs, Physios, Social Workers, Social Care Workers, Psychologists, Autism Therapist, and Community Facilitator for Disability and SLTs.The Senior SLT will work as part of a team providing SLT assessments, intervention and support to children and young adults under the CDNT’s attending Special schools. |
| **Reporting Relationship** | The post holder will report to Children Disability Network Manager The professional reporting relationship for clinical governance and clinical supervision will be to the Speech & Language Therapy Manager.  |
| **Purpose of the Post**  | * Speech & Language Therapists who work with people with feeding, eating, drinking and swallowing difficulties must hold a dysphagia qualification or equivalent as outlined in “Standards of Practice for Speech & Language Therapists on the Management of Feeding, Eating, Drinking and Swallowing Disorders (Dysphagia)”, Irish Association of Speech & Language Therapists (IASLT) 2007.
* Demonstrate a working knowledge of the varied client groups and service provision requirements for children who access Children Disability Network Services and show awareness of aspects of service monitoring, improvement, evaluation and development.
* Experience in clinical Speech & Language Therapy in a community setting.
* Development of clinical standards, protocols, Clinical audit and evaluation.
* 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/CDNT.
 |
| **Principal Duties and Responsibilities** | **Professional/ Clinical**The Senior Speech & Language Therapist will:* 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 Children Disability Network Manager
* Participate in teams as appropriate, communicating and working in collaboration with the service user and relevant others as part of an integrated package of care
* Maintain professional standards of practice
* Represent the department / profession / team at meetings and conferences as designated
* In conjunction with the Children Disability Network 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, where appropriate
* Maintain professional standards in relation to confidentiality, ethics and legislation
* Seek advice and assistance from Children Disability Network 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
* Operate within the scope of Speech & Language Therapy practice as set out by the Irish Association of Speech & Language Therapists
* Participate in and develop activities which support Health Promotion
* Carry out other duties as assigned by the Children Disability Network Manager (CDNM)

**Education & Training**The Senior Speech and Language Therapist will:* Participate in mandatory and recommended training programmes in accordance with departmental / organisational guidelines
* Maintain continuing professional development e.g. by attending in-service events, training courses, conferences and involvement in research
* Engage in and provide reflective practice, support / supervision Staff Grade Speech and Language Therapist.
* Participate in the practice education of student therapists and provide teaching / training / supervision to others (e.g. to staff, service users, carers) as appropriate
* Attend practice educator courses as required
* Engage in planning and performance reviews as required with the Children Disability Network Manager

**Health & Safety**The Senior Speech and Language Therapist will:* Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards
* Assist in the development, implementation and review of the department’s Health and Safety statement, as appropriate
* Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s)
* Work in a safe manner with due care and attention to the safety of self and others
* Be aware of risk management issues, identify risks and take appropriate action
* Comply with department procedures with regard to assessment, recommendation and / or manufacturing of all assistive devices
* Support a culture that values diversity and respect

AdministrativeThe Senior Speech and Language Therapist will, in consultation with the CDNM* Keep up-to-date administrative records, reports and statistics as required by the Speech & Language Therapist Manager
* Be responsible for organisation and maintenance of own clinical equipment and identification of equipment needs as appropriate
* Participate in the planning and development of the Speech & Language Therapy Service
* Represent the department at meetings and conferences as designated
* Participate in the review, evaluation and audit of Speech and Language Therapy services, identifying changing needs and opportunities to improve services
* Assist in ensuring that the Speech & Language Therapy Service makes the most efficient and effective use of developments in Information Technology
* Keep up to date with organisational developments within the Irish Health Service.

**Self-Development:** The Senior Speech & Language Therapist will:* To be aware of current developments and issues in speech and language therapy.
* To assume responsibility for his/her own professional development and safe work practice.
* Keep up to date with relevant scientific research findings and current practices and identify and update relevant measures in response to these findings.

**Professional:*** To ensure confidentiality on all matters and information obtained during the course of employment.
* To have a working knowledge of Health Service Executive policies.
* To present and act in a professional manner at all times and ensure colleagues do likewise.

**Information Technology:** * Ensure the most effective and efficient use of developments in information technology for patients care in a manner which integrated well with systems throughout the organisation.

**Other Responsibilities:*** To undertake other duties appropriate to the office as may be required by the CDNM, or his nominee.
 |
| **Eligibility Criteria****Qualifications and/ or experience** |  **Candidates must have at the latest date of application:**1. Be registered, or be eligible for registration, as a Speech & Language Therapist by the Speech & Language Therapists Registration Board at CORU

**AND**1. Have 3 years full time (or an aggregate of 3 years full time) post qualification clinical experience.

**AND**1. Candidates must have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.

**AND**1. 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**

**Annual registration**1. On appointment, practitioners must maintain annual registration on the Speech & Language Therapists Register maintained by the Speech & Language Therapists Registration Board at CORU.

**AND**1. Practitioners must confirm annual registration with CORU to the HSE by way of the

 annual Patient Safety Assurance Certificate (PSAC).**Health**Candidates 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. **Character**Candidates for and any person holding the office must be of good character. |
| **Post specific Requirements** | * Ability to assess and manage communication and feeding, eating, drinking and swallowing disorders in the Children’s Disability Network as it applies to the post.
 |
| **Other requirements specific to the post** | * The post holder will need to have access to appropriate transport to fulfil the requirements of the role
 |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & 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 & 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.
 |
| **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. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>  |
| **Code of Practice** | 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 CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.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. |

** Speech and Language Therapist, Senior, CDNT**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure**  | The vacancies available are permanent & temporary posts available**.** The post is pensionable. A supplementary panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary scale for the post is (as at the 01/10/2023: New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Infection Control** | Have a working knowledge of 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. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)