**Speech and Language Therapist Staff Grade**

**Disability Services**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Speech & Language Therapist Staff Grade**  *(Grade Code: 336Y)* |
| **Campaign Reference** | **NRS14558** |
| **Remuneration** | The salary scale for the post as at 01/10/24 is:  €43,122 €45,471 €47,404 €48,810 €50,000 €51,240 €52,478 €53,781 €55,089 €56,406 €57,795 €59,269 €60,738 €61,916 LSI  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | The National Recruitment Service are running this targeted recruitment campaign to fill immediate vacancies that currently exist for Speech & Language Therapists in HSE Disability Services. The vacancies listed at the link below are for the specified locations only.  <https://careerhub.hse.ie/immediate-vacancies/>  Please note that no panel will be formed as a result of this recruitment campaign.  This campaign will be used to fill the listed vacancies only and no additional jobs will be offered to candidates successful at interview.  Once the vacancies are offered, the candidate pools will be disbanded. Therefore please only apply if you are genuinely interested in any of these vacancies and would accept the post if offered. |
| **Details of Service** | The person appointed to the post will work as part of a multi-disciplinary team delivering a coordinated approach to client care. They will be required to work as a key worker for particular cases.  Please note more post specific information will be provided to candidates at the ‘expression of interest’ stage of the recruitment process. |
| **Reporting Relationship** | The professional reporting relationship for clinical governance and clinical supervision will be to the Speech & Language Therapist Manager through the professional line management structure. |
| **Purpose of the Post** | To provide a high quality speech and language therapy service to the designated client group(s). |
| **Principal Duties and Responsibilities** | **Professional/ Clinical**  The Speech & Language Therapist, Staff Grade 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 Speech and Language Therapist 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 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 achievement, where appropriate * Maintain professional standards in relation to confidentiality, ethics and legislation * Seek advice and assistance from Speech and Language Therapist Manager/senior SLT 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 Speech & Language Therapist Manager   **Education & Training**  The Speech and Language Therapist, Staff Grade 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 reflective practice, support / supervision with designated supervisor(s) / manager * 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 Speech and Language Therapist Manager * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. See above   **Health & Safety**  The Speech and Language Therapist, Staff Grade 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 * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * 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 The Speech and Language Therapist will, in consultation with the Speech & Language Therapist Manager/Senior SLT :   * 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   **The above Job Description 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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date for receipt of application:**   1. **Statutory Registration, Professional Qualifications, Experience, etc.**   **(a) Candidates for appointment must:**  (i) Be registered, or be eligible for registration, as a Speech & Language Therapist by the Speech & Language Therapists Registration Board at CORU (<https://www.coru.ie/>)  **AND**  (ii) 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**  (iii) 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.**   1. **Annual registration** 2. 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). 2. **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.   1. **Character**   Candidates for and any person holding the office must be of good character.  **Note 1:**  As this campaign is being run to fill immediate Speech & Language Therapist vacancies, all candidates must be registered with CORU in order to be deemed eligible to apply. Candidates who are not currently registered on the Register of Speech & Language Therapists with CORU, will be deemed ineligible and their application will not be processed further. |
| **Post Specific Requirements** | 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.  Please note some posts provide a dysphagia service and therefore only Speech and Language Therapists with a Dysphagia qualification can be appointed to these posts. This requirement will be indicated at job offer stage. Please indicate in your application form if you have undergone or are currently undergoing Dysphagia training.  Some other posts may require specific experience and any post that requires the appointee to have specific experience will be notified to candidates at “expression of interest stage. |
| **Other requirements specific to the post** | * Participate in rotation as required * Attend and work the days and hours at the centres to which s/he is assigned, and other such centres as the Speech and Language Therapist Manager may direct |
| **Skills, competencies and/or knowledge** | **Knowledge Relevant to the Role**   * Demonstrate sufficient clinical knowledge and knowledge of evidence based practice to carry out duties and responsibilities of the role * Demonstrate ability to utilise supervision effectively * Demonstrate a willingness to develop IT skills relevant to the role * Display awareness and appreciation of the service user and the ability to empathise with and treat service users / others with dignity and respect * Demonstrate an ability to apply knowledge to evidence based practice   **Planning & Managing Resources**   * Demonstrate the ability to plan and deliver care in an effective and resourceful manner and the ability to manage self in a busy working environment   **Evaluating Information & Judging Situations**   * Display the ability to evaluate information and make effective decisions especially with regard to service user care   **Team Player**   * Demonstrate effective team skills   **Commitment to Providing a Quality Service**   * Demonstrate flexibility and openness to change * Demonstrate a commitment to assuring high standards and strive for a user centred service   **Communication & Interpersonal Skills**   * Demonstrate sufficient command of the English language to effectively carry out the duties and responsibilities of the role * Display effective communication and interpersonal skills including the ability to collaborate with families, carers, schools etc. |
| **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 & Language Therapist Staff Grade**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are permanent/specified purpose and whole time/part-time.  The post is pensionable. A 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 as at 01/10/24 is:  €43,122 €45,471 €47,404 €48,810 €50,000 €51,240 €52,478 €53,781 €55,089 €56,406 €57,795 €59,269 €60,738 €61,916 LSI  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)