



SENIOR SPEECH AND LANGUAGE THERAPIST JOB DESCRIPTION

ACCOUNTABILITY

To the Chief Executive.

DUTIES AND RESPONSIBILITIES

The Senior Speech and Language Therapist will be responsible for the caseload involving assessment and treatment. The areas of responsibility are the wards, both day-care centres and the Clevis welfare home

The **principal duties** of the Senior Speech and Language Therapist include: -

To act as the professional advisor to the Hospital in relation to Speech and Language Therapy

To act as a senior manager within the organisation and support the management structure of the Hospital in relevant matters

To organise and provide a specialist Speech and Language Therapy service for the Hospital

To specialise in the management of patients with communication, swallowing and voice disorders.

To work as part of a multidisciplinary team with close liaison with all members of the team. This includes attendance at team meetings, case conferences etc.

To liaise and co-operate with local support networks and other relevant agencies as necessary

To participate and collaborate in management meetings, as appropriate

To maintain a comprehensive knowledge of the field by way of continuing professional development.

To participate in teaching programmes for any students that may be assigned to Leopardstown Park Hospital

To be involved in clinical research

To maintain client records, data collection systems, current administrative procedures and specialist technical equipment within the limits of the resources available

To continuously strive to develop the Speech & Language Therapy service in response to service demands and in line with current research and advancements

To develop/maintain high standards of clinical practice and to comply with professional standards and code of ethics as laid down by CORU

To perform such other duties appropriate to the office as may from time to time be assigned by Leopardstown Park Hospital.

PARTICULARS OF THE POST

QUALIFICATIONS

The post holder will hold a qualification approved by the Speech and Language Therapist Registrations Board at CORU

Possess either;

- i) The B.Sc. Clinical Speech and Language Studies from the University of Dublin, or
- ii) The M.Sc. in Speech and Language Therapy (Professional Qualification) from the University of Limerick, or
- iii) The B.Sc. Speech and Language Therapy from the National University of Ireland, Galway, or
- iv) The B.Sc. Speech and Language Therapy from University College Cork, or
- v) An equivalent qualification approved for registration with CORU

Have three years post qualification experience as a speech and language therapist

Experience in the field of older persons is desirable.

Possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of duties of the post

Have experience in the management of dysphagia.

Possess a high standard of professional attainment and be of good character

Possess excellent interpersonal skills

Have an awareness/sensitivity towards patient needs

Remuneration

Salary scales as laid down by the Department of Health.

Salary payment frequency is monthly and will be at the discretion of the Hospital.

Incremental credit may be granted in respect of recognised experience.

New employees wishing to claim incremental credit for previous employments must submit details within the first year of their employment, otherwise the hospital will not be liable for retrospective payments.

New employees experiencing difficulty with a previous employer in obtaining any letters/documentation in this regard should notify the HR Department as soon as possible within the first year of employment.

Superannuation

Membership of the superannuation scheme is compulsory and contributions at the appropriate rate will be deducted from your salary. You will be required to provide your birth certificate for the superannuation register.

Working Hours

The working hours are 22 hours per week, distribution of which to be determined in collaboration with your line manager.

Flexibility in consideration of service needs is required.

Character

A candidate for and any person holding the post must be of good character.

Health

A candidate for and any person holding the post must be free from any defect or disease which would render him/her unsuitable to hold the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purpose of satisfying the requirements as to health, the successful candidate, before being appointed, shall undergo a medical examination

Ethical Code:

The post holder is requested to respect the special ethos and tradition of Leopardstown Park Hospital and to observe and comply with policies, procedures and regulations.

Educational Duties:

To monitor and keep up-to-date with developments in the practice of Speech and Language Therapy and all other relevant matters to ensure maintenance of knowledge and skill base in order to facilitate contemporary professional practice.

Providing evidence of on-going education will be required. Participation in mandatory training programmes will be required.

To participate effectively in the performance management system.

To actively engage in professional and personal development initiatives.

To participate, as required, in teaching/training of staff/students/volunteers of own or other departments or outside organisations.

Conditions of Service:

As sanctioned by the Minister for Health in relation to qualifications, payment, sick pay scheme and other matters.

Health and Safety

Be familiar with Leopardstown park Hospital's policies, practice and procedures.

To adhere to the policies and procedures laid down in the Health, Safety and Welfare at Work Act 2005.

To maintain a safe work environment in cooperation with Leopardstown Park Hospital Management Team and with reference to the Health, Safety and Welfare at Work Act, 2005.

To work in a safe manner with due care and attention to safety of self and other authorised persons in the workplace.

To report immediately any accidents or incidents involving residents, staff or members of the public.

To adhere to fire and infection control policies.

Other Duties:

The post holder will carry out other duties appropriate to the office as may be assigned from time to time.

Probation

The person appointed shall hold the appointment for a probationary period of 9 months at which stage Leopardstown Park Hospital may at its discretion extend the probationary service, if there is a specific reason for the extension the appointee will be informed in advance.

CONFIDENTIALITY

In the course of your employment with the Hospital you will have access to, or hear, information concerning the medical or personal affairs of patients and/or staff and other hospital business. Such records and information are strictly confidential and must on no account be divulged to, or discussed with unauthorised persons. In addition, records and information must never be left in such a manner that unauthorised persons can obtain access to same

A breach of this condition of employment will be regarded as gross misconduct and will lead to your dismissal.

These duties and responsibilities are a reflection of the present service requirements and maybe subject to review and amendment to meet the changing needs of the Hospital.

The incumbent will be required to establish, maintain, enhance and develop their professional knowledge, skills and aptitudes in order to respond to a developing service situation.

This is to confirm that I have received and read a copy of my Job Description.

Print Name: _____

Signed: _____ Date: _____

Line Manager: _____ Date: _____