



SPEECH AND LANGUAGE THERAPY ASSISTANT

(Permanent/ Temporary, Full time / Part-time)

Particulars of Office (Generic)

1. The appointments available are permanent or temporary and part- time or full-time. All posts are pensionable.
2. **Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health current scale.
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme will apply to the position and superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the scheme.
4. **Duties**
The Speech and Language Therapy Assistant will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
The normal hours of work associated with the post are 39 hours per week, usually discharged between the hours of Monday- Saturday 8.00am- 8.00pm. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.
6. **Probation (Permanent post holders only)**
The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be;
 - a) Certified as satisfactory and confirmed in writing;
 - b) In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.
7. **Retirement**
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 70 years of age on the 1st

day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

8. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act. 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole-time equivalency.

9. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health.

10. Termination of office

The employment may be terminated at any time by one month's notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised, save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

11. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-vett employees at any future point, as deemed appropriate by Hospital Management.

12. Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

13. Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

14. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

15. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested if appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.

16. HR Department Privacy/ GDPR Policy

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes, and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.



SPEECH AND LANGUAGE THERAPY ASSISTANT

(Permanent/ Temporary, Full/ Part time)

1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office, possess:

- Experience of working in a health/ social care environment
- A mature and flexible approach to supporting both clinical and administrative work
- Excellent IT skills with a good knowledge of Microsoft Office
- Experience and skills in working in a team
- Interest in working with people with acquired communication and swallowing needs
- A caring and understanding approach
- Highly motivated with excellent interpersonal and organisational skills

Desirable:

- Qualification in Speech and Language Therapy Assistant
- An interest or knowledge/ skills in assistive technology
- An interest in the rehabilitation process following acquired brain injury and spinal cord injury
- Qualifications in childcare or health and social care

2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported because of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

3. Character

Candidates for and any person holding the office must be of good character.



SPEECH AND LANGUAGE THERAPY ASSISTANT

Job Description

Title:	Speech and Language Therapy Assistant
Purpose of the Post:	To contribute to the smooth running of the Speech & Language Therapy (SLT) department by supporting administrative and therapy programmes under the direction of the SLT staff and manager.
Accountable to:	SLT Manager Speech and Language Therapy Staff
Liaison / Communication:	Liaise closely with SLT staff Liaise closely with members of the wider interdisciplinary team Liaise with the person served by the NRH and their family Liaise with all relevant staff in the NRH as required to fulfil the role Liaise with external agencies, as required



SPEECH AND LANGUAGE THERAPY ASSISTANT

Job Description

Overview of the Role

This post serves the NRH SLT rehabilitation services, and has four main strands:

- To work with patients on a one-to-one basis and in groups to support therapy programmes under the supervision and guidance of SLT staff within a model of interdisciplinary team-working.
- To support the safe and efficient running of specific clinics such as Assistive Technology and FEES (Fibreoptic endoscopic evaluation of swallowing) including adherence to hygiene and infection control standards for all equipment.
- To support the SLT staff by providing therapeutic materials & technology solutions under the supervision and guidance of therapists.
- To support the SLT manager in service-related duties.

Clinical Duties

- Assist the SLT in the assessment and implementation of rehabilitation interventions as directed by the SLT.
- Carry out programmes and interventions under the direction of the SLT and maintain close working relationships to facilitate frequent feedback and information sharing in relation to the rehabilitation programme of the person served.
- Support the person served in specific activities under the direction of the SLT both in individual sessions and in group settings.
- Document interventions with persons served as outlined by local policy.
- Support the safe and efficient running of specific clinics such as Assistive Technology (AT) and FEES (Fibreoptic endoscopic evaluation of swallowing) including required cleaning and decontamination tasks.
- Work within an interdisciplinary team-working approach to support the rehabilitation of designated caseload.
- Support the SLT with the preparation and development of materials for rehabilitation programmes.
- Support staff with preparation of education and training events as appropriate including set up, multi-media materials, signage, and arranging catering.
- Have or acquire technical skills to explore and develop AT systems for patients, in liaison with the team.
- Act as a technology resource for the team with specific responsibility for the upkeep and maintenance of iPads for the service and assistive technology/ software programmes.

General Duties

- Support both clinical and administrative areas as needed within the department as determined by the scope of training provided.
- Become familiar with SLT resources; their condition, storage, and location and contribute to systems for best use and upkeep of SLT materials.
- Carry out SLT stock control, ordering and receiving supplies, monitoring equipment, and reporting faulty equipment as outlined by local departmental policies and procedures.
- Carry out administrative duties (e.g., filing, answering telephone, recording statistics, photocopying, therapy material preparation) as outlined by local department policies and procedures.
- Be responsible for the care, upkeep, security, and storage of equipment used and likewise of the workspaces.
- To have or acquire IT skills for word-processing, installing and running software on a range of devices.
- Be flexible in the approach to work tasks, set priorities and manage time effectively and efficiently.
- Ensure a safe environment is maintained for patients, visitors and staff and ensure compliance with health and safety policies.
- Be responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Perform such other duties as may be assigned by the SLT Manager.

Communication

- Communicate in an effective way to encourage and motivate persons served in the NRH and to contribute to their rehabilitation.
- Communicate in a confident and effective way with SLT staff and members of the wider team to support the delivery of rehabilitation through an interdisciplinary team approach.
- Accurately record appropriate documentation, statistics and data as required.

Accountability

- Comply with NRH organisational and staff policies and procedures.
- Comply with NRH SLT policies & procedures.
- Achieve and maintain compliance with all relevant mandatory training as required.
- Support the implementation of clinical and service audits.
- Engage in regular line management and supervision with designated SLT staff.
- Participate in the NRH Performance and Development Review Process including the review of SLTA competency development and attainment.

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management

framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

Employee Name: _____ Line Manager Name: _____

Employee Signature: _____ Manager's Signature: _____

Date: _____ Date: _____