

## JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Speech & Language Therapy Assistant Practitioner
<b>Reports to</b>	Lead Speech & Language Therapist/s
<b>Band</b>	Band 4
<b>Department/Division</b>	Clinical Specialist Services

JOB PURPOSE
<p>The post holder will provide speech and language therapy support to the Community Speech &amp; Language Therapy team.</p> <p>Under Speech &amp; Language Therapy supervision, the post holder will be responsible for initial information gathering and screening for a specified caseload, as well as a range of therapeutic interventions for patients with acquired disorders of communication and swallowing. A member of the Community Rehabilitation team, the post holder will work collaboratively to ensure holistic, patientcentred interventions.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>The post holder will:</p> <ul style="list-style-type: none"> <li>• Work with Community Speech &amp; Language Therapists across Exeter, East and Mid Devon to support them in delivering speech and language therapy to adults with acquired disorders across inpatient, outpatient and domiciliary settings.</li> <li>• Undertake initial screening assessments.</li> <li>• Support the implementation of lo and hi-tech AAC (alternative and augmentative communication).</li> <li>• Support the delivery of training programmes for a range of staff.</li> <li>• Provide clerical and administrative support to the Community Speech &amp; Language Therapy team.</li> <li>• Provide supervision and delegation of appropriate tasks to Band 3 Speech &amp; Language Therapy support workers.</li> <li>• Work flexibly to support other Speech &amp; Language Therapy teams if required.</li> <li>• Uphold Trust values at all times.</li> </ul>

KEY WORKING RELATIONSHIPS
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### Areas of Responsibility:

- The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.
- In addition, the post holder will deal with the wider healthcare community, external organisations and the public.
- This will include verbal, written and electronic media.

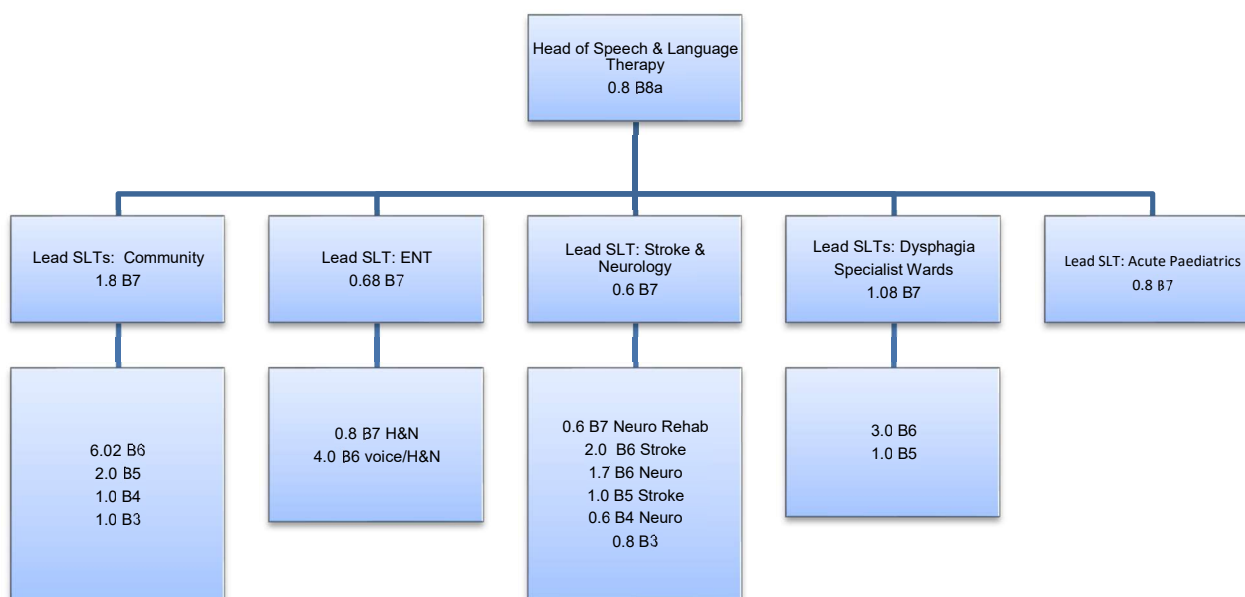
Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"><li>• Lead Speech &amp; Language Therapists: Community</li><li>• Other members of the Community Speech &amp; Language Therapy team</li></ul>	<ul style="list-style-type: none"><li>• Patients, families and carers</li><li>• SLT colleagues from other Trusts</li><li>• Social care</li></ul>

- All members of local multidisciplinary teams – inpatient and Community Rehab
- Acute Speech & Language Therapists – inpatient and outpatient
- Private and voluntary organisations supporting patient care

• Head of Speech & Language Therapy

### ORGANISATIONAL CHART



### FREEDOM TO ACT

- Work within professional standards and Trust policies and procedures.
- Use initiative to deal with routine matters and refer more complex queries to the relevant person.
- Work independently as well as within the team.

### COMMUNICATION/RELATIONSHIP SKILLS

- Communicate condition-related information to patients, carers, relatives and members of the multidisciplinary team/other agencies in a way that is accessible and easily understood. This will include the use of facilitative strategies for people with communication and/or cognitive disorders and other barriers to understanding.
- Maintain close collaboration with other members of the multidisciplinary team through joint working and effective communication regarding treatment aims, progress and discharge planning (contributing to written reports and referrals as appropriate).
- Provide appropriate and timely information to all relevant members of the healthcare team regarding patients' rehabilitative requirements and changes in progress.
- Maintain effective communication with speech and language therapy colleagues to ensure consistency and seamless transfers of care.

#### **ANALYTICAL/JUDGEMENTAL SKILLS**

- Analyse information gained from screening assessments to formulate appropriate hypotheses and treatment plans.
- Assess patients' responses to therapy interventions and modify appropriately to suit individual circumstances.
- Assist as far as possible with routine enquiries.
- Use judgement to assess urgency of enquiries and respond accordingly.
- Ensure that all non-routine enquiries and professional matters are referred promptly to the appropriate person.

- Help to identify those patients who may need alternative support and liaise effectively with the multidisciplinary team.
- Demonstrate competent problem-solving skills and the ability to use innovative ideas to enhance and improve service delivery.

#### **PLANNING/ORGANISATIONAL SKILLS**

- Organise own workload effectively and efficiently to meet deadlines.
- Organise support worker jobs list and delegate tasks appropriately.
- Plan timetables and group activities for therapy sessions as needed.

#### **PATIENT/CLIENT CARE**

- With Speech & Language Therapists' support, negotiate appropriate treatment goals with patients, undertaking regular re-evaluation, adjusting as necessary and using appropriate outcome measures.
- Implement speech and language therapy programmes, modifying appropriately to suit individual circumstances.
- Help to identify and develop the communicative competence of people with acquired disorders, helping them to improve their communication skills and be actively involved in decision making wherever possible.
- Ensure that relatives/carers and other staff are aware of the patient's communicative competence and help to develop the former's ability to interact effectively using appropriate strategies.
- Develop the patient's ability to use appropriate compensatory strategies.
- Facilitate the empowerment of patients in the therapeutic process.
- Communicate effectively with patients and carers to maximise rehabilitation potential, ensure understanding of their condition and a safe and efficient discharge.
- Liaise and co-ordinate with other professionals to ensure that speech and language therapy interventions are an integral component of the patients' multidisciplinary care package and actively support and promote the discharge process.
- Ensure patient and staff safety during treatment and be able to take appropriate decisions with regards to risk.
- Make communication and other resources with guidance from Speech & Language Therapists – this might involve researching pictures online, printing, photocopying, laminating etc.
- Undertake clerical and administrative duties as required to support the smooth running of the service.

#### **POLICY/SERVICE DEVELOPMENT**

- Comment on departmental policies and guidelines.
- Contribute to the continuous improvement in the efficiency and effectiveness of the service.

#### **FINANCIAL/PHYSICAL RESOURCES**

- Help to maintain databases relating to equipment loans as required.
- Provide technical support to people using hi-tech AAC.
- Check equipment is in working order.
- Report maintenance faults.
- Use all resources efficiently and effectively, with an awareness of the financial implications of inappropriate use.

#### **HUMAN RESOURCES**

- Provide on the job training for new staff and work experience students as necessary.
- Provide support and supervision for Band 3 Speech & Language Therapy support workers, including in other areas of the service as necessary.

#### **INFORMATION RESOURCES**

- Keep timely and accurate clinical records and handle these records and all other clinical information in accordance with applicable legislation, protocols and guidelines. Maintain confidentiality at all times.
- Provide full, accurate and timely statistical data.
- Submit regular activity data as required.

#### **RESEARCH AND DEVELOPMENT**

- Undertake surveys and audits as necessary to own work.
- Occasionally participate in Speech & Language Therapy research activity.
- Occasionally participate in clinical trials as appropriate.

## **PHYSICAL SKILLS**

- Moving and handling in line with Trust policy and procedure, including patients with complex disabilities.
- Skills in the use of equipment and technology to support specialist clinical care.
- Auditory and perceptual skills to evaluate a person's communication and swallowing abilities.

## **PHYSICAL EFFORT**

- Clinical intervention frequently involves sitting or standing in an awkward position.

## **MENTAL EFFORT**

- Clinical intervention requires prolonged concentration, including in busy environments with multiple interruptions.

## **EMOTIONAL EFFORT**

- May experience difficult situations and challenging behaviour which should be referred to a higher level.
- Provide emotional support for patients and carers as appropriate.

## **WORKING CONDITIONS**

- Exposure to body waste and fluids as part of clinical interventions.
- Occasional aggressive behaviour when dealing with face to face complaints.
- Able to work with people in distressing or emotional circumstances.

## **OTHER RESPONSIBILITIES**

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training e.g. Manual Handling.

Contribute to and work within a safe working environment.

You are expected to comply with Trust Infection Control Policies and conduct yourself at all times in such a manner as to minimise the risk of healthcare associated infection.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
  - Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.

- Undertake a Display Screen Equipment assessment (DSE) if appropriate to role.

#### **DISCLOSURE AND BARRING SERVICE CHECKS**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

#### **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

# PERSON SPECIFICATION

<b>Job Title</b>	Speech & Language Therapy Assistant Practitioner
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Requirements	Essential	Desirable
<b>QUALIFICATIONS/SPECIAL TRAINING</b> GCSE Maths & English Grade A-C / 9-4 (or equivalent). Level 4 or 5 Diploma for Assistant Practitioners in Healthcare, Foundation Degree, BTEC, HND or equivalent relevant experience.	E  E	
<b>KNOWLEDGE/SKILLS</b> Effective interpersonal, organisational and communication skills. Ability to prioritise and manage own workload within busy environment. Good spoken and written communication skills. High standard of computer literacy. Knowledge and understanding of the role of speech and language therapy in working with people with acquired conditions. Problem solving and reasoning skills. Able to recognise the limits of own knowledge and skills and seek support/guidance as necessary.	E E E E  E  E	D
<b>EXPERIENCE</b> Experience of working with people in a health or social care setting. Experience of working as a Speech & Language Therapy Support Worker.	E E	
<b>PERSONAL ATTRIBUTES</b> Reliability and flexibility, able to contribute to changing demands of the service. Willing to undertake training relevant to the post. Ability to work within a team. Ability to demonstrate a diplomatic caring attitude whilst maintaining confidentiality. Ability to deal with challenging behaviour.	E E E  E	D

<b>OTHER REQUIREMENTS</b> Ability to meet the travelling needs of the post. Willing to travel and work in other locations as required. Willing to work flexibly over 7 days if required.	E E E	
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		FREQUENCY  (Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	N				
Contact with patients	Y				☐
Exposure Prone Procedures	N				
Blood/body fluids	Y			☐	
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	Y		☐		
Cytotoxic drugs	N				
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	Y	☐			



Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
<b>Other General Hazards/ Risks</b>					
VDU use ( > 1 hour daily)	Y				□
Heavy manual handling (>10kg)	N				
Driving	Y				□
Food handling	Y				□
Night working	N				
Electrical work	N				
Physical Effort	Y		□		
Mental Effort	Y				□
Emotional Effort	Y			□	
Working in isolation	Y			□	
Challenging behaviour	Y			□	