

JOB DESCRIPTION

JOB DETAILS	
Job Title	Speech & Language Therapist
Reports to	Band 7 Team Leader
Band	5
Department/Directorate	Speech & Language Therapy

JOB PURPOSE
<ul style="list-style-type: none"> • The post is suitable for a newly/recently qualified or return to work Speech and Language Therapist. • Provide assessment, diagnosis, treatment and advice to adults with communication and/or swallowing difficulties, and their carers. • Be part of a multidisciplinary team. • Provide supervision, training and support to assistants and students. • Work with managers to develop the service in line with patient need and trust wide developments, and to help provide an equitable service across the Trust. <p>Some services within therapies are currently required to participate in on call and weekend working.</p>

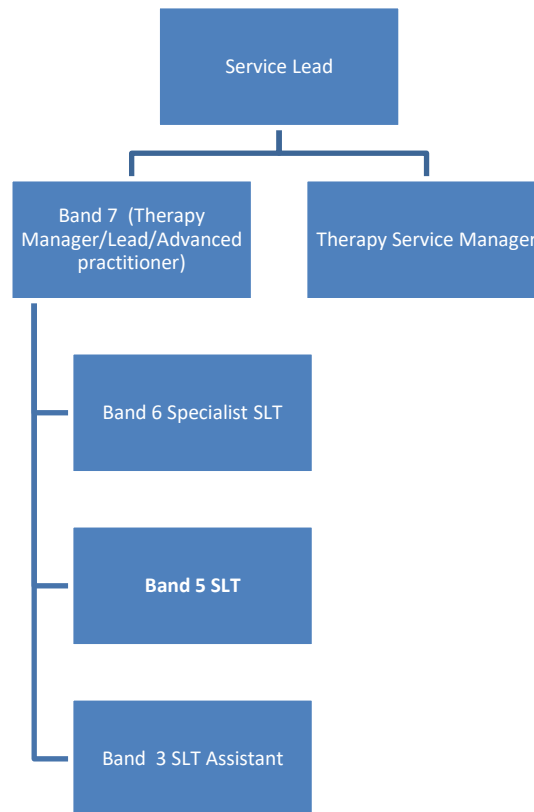
KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>The Band 5 Therapist will</p> <ul style="list-style-type: none"> - Work within the community and /or hospital and/or clinic setting. - Work within the community/general medical/stroke team - Be based at NDDH/BHC <p>The Therapist will be part of the team of Speech and Language Therapists and Speech and Language Therapy assistants providing acute, community, stroke, voice/ENT, learning disability and head and neck cancer services to adults across North Devon.</p> <p>The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.</p> <p>To be accountable for own professional action and recognise own professional boundaries seeking advice as appropriate.</p> <p>To work within defined departmental and national protocols/policies and the RCSLT code of conduct, upholding Trust values at all times.</p> <p>This post requires caseload management which will vary according to location and complexity. There will be a responsibility to provide advice to patients and carers and other disciplines and to pass on skills/knowledge to others within both formal and informal environments.</p> <p>As services evolve changes to working patterns maybe required. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.</p> <p>To be responsible for the use of resources in the most efficient and effective way. To authorise spending on equipment from Community Equipment Store to a value of £500 [2008] following authorisation training.</p>

KEY WORKING RELATIONSHIPS

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

To work collaboratively with:	Frequent	As Required
Clerical Staff	√	
Cluster Manager, Service Lead or Team Lead	√	
Community equipment store		√
Complex Care Teams	√	
Consultants	√	
GPs and other practice staff		√
Head of Physiotherapy and Occupational Therapy Services		√
NDHT staff at all levels	√	
Nursing Staff /specialist nurses	√	
Other specialist services		√
Patients, relatives and carers	√	
Social Services	√	
Voluntary agencies		√

ORGANISATIONAL CHART



FREEDOM TO ACT

- To adhere to HCPC professional standards of practice.
- As an autonomous practitioner, be professionally accountable for all aspects of own work.
- Undertake specific projects with support.
- Work within own areas of competence, recognising boundaries and seeking advice as appropriate, and guided by defined policies and procedures.
- Uses analytical and judgement skills in the assessment, analysis, interpretation and differential diagnosis of predominantly non- complex communication and swallowing disorders. Selects appropriate assessment and treatment approaches from a wide range of options.
- Accesses regular clinical supervision within specialty teams to fulfil RCSLT NQP standards and to participate in the individual performance review framework.
- Reflects on practice individually and with peers/mentors and identifies strengths and areas for development.
- Uses the evidence –base to inform clinical practice.
- Ensures that patients are referred to other services as appropriate in consultation with manager or supervisor.
- Providing care plans where appropriate, and supporting an SLT assistant to carry them out.

COMMUNICATION/RELATIONSHIP SKILLS

- To contribute to clinical team both multi-disciplinary and uni-disciplinary by discussing own and others input around client needs ensuring a well-co-ordinated care and discharge plan
- To communicate complex conditions related information from assessment to clients, carers, families and members of the multi-disciplinary team/other professions
- To work closely with clients, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist.
- To develop skills in motivating clients and/or carers to engage in the therapeutic process.
- Discuss sensitive and potentially life changing circumstances with patients and carers. Provide clarity and explanations to patients and carers regarding diagnosis and impact on lifestyle.
- To develop negotiation skills in the management of conflict across a range of situations.
- To deal with initial complaints sensitively, avoiding escalation where possible.
- To form productive relationships with others who may be under stress and/or have challenging

communication difficulties.

- To employ excellent communication skills.
- To meet regularly with the Lead Speech and Language Therapist for advice and support.
- Contribute to Trust wide networking and communication, which aims to share best practice and consistency in service delivery across the Trust.
- Obtain patient consent and work within a legal framework with patients who lack capacity to consent to treatment.

ANALYTICAL/JUDGEMENTAL SKILLS

- Undertake clinical assessment of patients using analytical and investigative skills and clinical reasoning, applying clinical reasoning skills to decide appropriate treatment plan and approach.
- Interpret information e.g. medical notes and clinical findings. Use clinical judgment to access further diagnostics, treatment etc. Apply clinical reasoning skills after assessment to decide appropriate treatment plan and approach with support from senior colleagues as required.
- To manage clinical waiting times and manage own caseload to meet patient need and Trust priorities, seeking advice/support as required.
- Undertake risk assessment, using clinical judgement and provide accurate feedback to the team as necessary e.g. in relation to lone working.
- Assess patients who have physical, mental health social needs and/or complex needs.

PLANNING/ORGANISATIONAL SKILLS

- To be practised in time management, punctuality and consistent, reliable attendance.
- To prioritise and manage own caseload and to handle day to day running and organisation of identified work seeking advice from a senior colleague as appropriate.

PATIENT/CLIENT CARE

- To prioritise, assess, develop, implement and evaluate appropriate intervention for adults with a range of communication disorders and/or swallowing problems, with support as required.
- To make a differential diagnosis on the basis of evidence from assessment.
- To develop the ability to reflect on auditory, visual and kinaesthetic aspects of clients' communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness.
- To make appropriate clinical decisions following assessment, seeking support and advice from a supervisor as appropriate.
- To develop clear care plans based on best practice.
- Providing care plans where appropriate, and supporting an SLT assistant to carry them out.
- To define therapy aims and goals, working with patients, carers and professionals to meet identified needs.
- To set up and monitor programs and strategies to be carried out by others including carers.
- To advise and involve carers and other professionals concerned with specific cases and on matters relating to communication and swallowing disorders.
- To liaise with professionals about specific patients, to build up awareness of speech and language disorders and to work as a member of the multidisciplinary teams.
- To provide information and reports to other agencies and to attend case conferences and liaison meetings as appropriate.
- To provide teaching and guidance to both patients and carers as required.
- To make recommendations concerning referral to other professional agencies.
- To liaise with others from health, social services, voluntary agencies, independent sector and support groups.
- To carry out assessment with advice from a senior colleague and together make recommendations for suitable communications aids.
- To carry out assessment with advice from senior colleague and together make recommendations for further specialist assessment for dysphagia management.
- To demonstrate clinical effectiveness by use of evidence based practice and outcome measures.
- To facilitate the discharge process as appropriate.

- Maintain accurate and timely patient records and reports using agreed standard formats.
- The post holder is expected to comply with trust infection control policies & conduct him/herself at all time in a manner as to minimise the risk of health care associated infections.

POLICY/SERVICE DEVELOPMENT

- Be aware of and follow Trust policies and procedures.
- To participate in service evaluation, policy development, peer review, audit and outcome evaluation

FINANCIAL/PHYSICAL RESOURCES

- To be responsible for security, care and maintenance of equipment used, ensuring standards of infection control and safety are maintained and to notify senior member of staff if problems arise.

HUMAN RESOURCES

- To supervise the work of assistants and volunteers
- To participate in student placements as appropriate.
- To explain the role of speech and language therapists to visitors, students and volunteers.
- To participate in the development and delivery of training (formal and informal) to others with and without support.
- To develop the ability to target training appropriately to the needs of course participants.
- To develop the ability to reflect on and evaluate training provided
- To maintain up to date HCPC (Health Care Professionals Council) and RCSLT registration, and evidence to line manager.
- To attend appropriate staff and team meetings both uni-professional and multi-professional
- To keep up to date with clinical practice, new techniques and research and development for the promotion and maintenance of good practice in speech and language therapy, through attendance at relevant courses and special interest groups.
- To identify personal/professional development evidence by Personal Development Plan/Professional Portfolio developed within an appraisal framework.
- To participate in clinical supervision and appraisal, in line with Trust and departmental/professional standards, ensuring that objectives set reflect service and Trust plans.
- Be prepared to share areas of knowledge and experience both formally and informally.
- Determine priorities of own time, balancing clinical, professional and organisational demands.
- Be prepared to give work talks/demonstrations.
- Take a flexible approach in supporting colleagues during times of caseload pressures.
- Participate in the training and induction of other staff/students as appropriate.
- Participate in supervision and appraisal process, identifying own areas of development.

INFORMATION RESOURCES

- Contribute to the collection of statistical data in order to monitor and develop team activity using electronic and paper methods.
- Contribute to methods to most effectively manage caseload pressures.
- Maintain accurate and complete patient records.

RESEARCH AND DEVELOPMENT

- Set a high standard of patient care and maintain an up to date knowledge of clinical practice, taking advantage of various Continuous Professional Development opportunities where appropriate, recording learning outcomes.
- Participate in Clinical Governance activities including clinical audit, research, clinical supervision, service review and annual appraisal schemes.

PHYSICAL SKILLS

- Develop sensory skills to deliver therapy for speech and language.
- Computer skills to maintain patient records, clinical audit, support clinical practice, support job role, e-mail, presentations, produce communication resources, and order equipment etc.

- Therapeutic handling of patients where required

PHYSICAL EFFORT

- Manually handle equipment (wheelchairs, health care equipment) and furniture frequently, following ergonomic risk assessment as per statutory training and service risk assessments.
- Treatment will necessitate working in restricted positions or limited space.
- Ability to travel to other locations as required meeting time constraints
- Manual therapeutic handling of patients e.g. during stroke therapy.
- Moving and handling of patients in relation to assessment, treatment and rehabilitation.

MENTAL EFFORT

- The work pattern may sometimes be unpredictable and subject to frequent interruption. The post holder will be required to manage competing demands of providing services on a daily basis.
- There is a frequent requirement for mental effort when completing patient assessment, developing treatment programmes, reading and interpreting patient information and documents. There is a need to use a VDU, when reviewing and interpreting patient information and clinical data.
- Read and decipher patient information.
- Identify strategies to motivate patients to comply with their treatment plan.

EMOTIONAL EFFORT

- Work with patients who have a poor/life limiting prognosis.
- Work with patients in the aftermath of bad news.
- Work with patients with mental health problems and occasional challenging behaviour.
- At times talk to relatives following a death.
- Develop skills in relation to regular use of counselling skills with respect to clients' complex needs and their carers on a daily basis.

WORKING CONDITIONS

Work in a variety of settings according to patient needs including patients own home which can often involve hot/cold temperatures, cluttered, noisy and unhygienic environments.
Frequent contact with body fluids, infection and unpleasant smells.

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 him/herself 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 (DES) 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.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.

PERSON SPECIFICATION

Job Title	Speech & Language Therapy, Band 5
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Requirements	Essential	Desirable
<p>QUALIFICATION/ SPECIAL TRAINING</p> <ul style="list-style-type: none"> Degree or Graduate Diploma in Speech and Language Therapy HCPC registration – licence to practice Registered member of the Royal College of Speech and Language Therapists 	X X	X
<p>KNOWLEDGE/SKILLS</p> <ul style="list-style-type: none"> Knowledge of assessment tools relevant to working with adults Knowledge of a range of appropriate therapeutic interventions relevant to working with adults Understanding of alternative and augmentative means of communication Knowledge of evidence base, main national policies and procedures for adult work Excellent interpersonal skills-including observation, listening and empathy. Negotiation and problem solving skills Good analytical and reflection skills Well-developed concentration skills Good presentation skills, both written and verbal Good organisational skills Prioritisation skills The ability to be a good team member and work as part of the multi-disciplinary teams on the wards Awareness of principles of clinical governance/audit Awareness of the roles of other professionals working in the multidisciplinary team. Knowledge of standards of record keeping Demonstrates flexibility Ability to motivate others Ability to contribute to service developments 	All	
<p>EXPERIENCE</p> <p>Experience relevant to the post may include relevant SLT placements, SLT assistant experience, experience at SLT B5 level or above previously, working with adults, work in a healthcare / rehabilitation role. This is not an exhaustive list.</p>		X
<p>PERSONAL ATTRIBUTES</p> <ul style="list-style-type: none"> Able to work as a team member Able to work in isolation Auditory and perceptual skills. I.T skills e.g. Keyboard and word processing skills. Ability to work within manual handling guidelines with respect to: Occasional Manoeuvring of clients including specialist positioning of clients with disability Pushing a wheelchair and supporting walking Moving furniture, equipment and files 	All	

<ul style="list-style-type: none"> • To be flexible to the demands of the work and manage own time • The ability to work within the infection control policy. • Self-motivated 		
<p>OTHER REQUIREMENTS The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.</p> <p>Ability to travel to other locations as required.</p>	X	

WORKING CONDITIONS/HAZARDS		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	Y			X	
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
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	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	N				
Driving	Y		X		
Food handling	Y			X	
Night working	N				
Electrical work	N				
Physical Effort	Y			X	
Mental Effort	Y			X	
Emotional Effort	Y			X	
Working in isolation	Y	X			
Challenging behaviour	Y			X	