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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Speech & Language Therapist |
| **Reports to** | Lead Speech & Language Therapist |
| **Accountable to** | Head of Speech & Language Therapy |
| **Band** | 5 |
| **Department/Division** | Therapies/Specialist Services |

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| **JOB PURPOSE** | |
| The post holder is responsible for the provision of a service for adults with acquired disorders of communication and swallowing as part of a rotational post across the acute wards at the Royal Devon & Exeter Hospital (Wonford) and Community Rehabilitation.  He/she will work within the relevant multidisciplinary teams and work collaboratively to ensure holistic, patient-centred interventions. This will require knowledge, skill and judgement across a broad range of disorders and client groups.  Working under the supervision of the Lead SLT, the post holder will take delegated responsibility for a caseload comprising adults with acquired disorders of communication and swallowing. It will routinely include complex cases. Caseloads will be flexible and at times will involve the provision of service to other areas of the Trust.  The post holder will provide cover for absence and support for regular Bank Holiday and weekend cover as required. He/she will assist in the provision of training and undergraduate student placements.  The post holder will work closely with speech and language therapy colleagues across acute, community and learning disabilities to ensure consistency and equity.  The post will rotate between acute and community approximately every nine months. | |
| **KEY WORKING RELATIONSHIPS** |  |
| * Lead Speech & Language Therapist * Other members of the Adult Speech & Language Therapy Service (across RD&E, Exeter, East and Mid Devon Community and Learning Disabilities Teams) * Ward based multidisciplinary & Community Rehabilitation Teams * Head of Speech & Language Therapy * Therapy Services colleagues * Head of Therapy Services * GPs, consultants and other medical staff * Catering and Hotel Services staff * Social services managers and staff * Private/voluntary sector managers and staff | |
| **ORGANISATIONAL CHART** | |
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| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:** | |
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| **COMMUNICATION/RELATIONSHIP SKILLS** | |
| * Communicate complex 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 (providing 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. * Work closely with speech and language therapy colleagues to ensure consistency and seamless transfers of care. | |
| **ANALYTICAL/JUDGEMENT SKILLS** | |
| * Identify those patients who may need alternative support and liaise effectively with the multidisciplinary team. * Guide and work in conjunction with the multidisciplinary team demonstrating clear clinical reasoning. * Demonstrate competent problem solving skills and the ability to use innovative ideas to enhance and improve service delivery. | |
| **PLANNING/ORGANISATIONAL SKILLS** | |
| * Liaise with the multidisciplinary team to ensure timely assessment and intervention and clear communication to patients and their families. * Provide appropriate and timely information to all relevant members of the healthcare team regarding patients’ speech and language therapy requirements and changes in progress. * Identify patient priorities and choices and plan intervention to accurately incorporate these wishes. | |
| **PHYSICAL SKILLS** | |
| * Moving and handling in line with Trust policy and procedure. | |
| **PATIENT/CLIENT CARE** | |
| With an appropriate level of support:   * Undertake a high standard of speech and language therapy assessment, differential diagnosis and treatment. This may include complex cases. * Complete a full and appropriate assessment for patients as required, ensuring advice and decision making are evidenced-based. * Develop, implement and evaluate therapeutic treatment plans, drawing on a range of treatment approaches, comparing different options and tailored to meet individual need. This includes analysis of complex and potentially conflicting evidence. * Reassess patient status as treatment progresses and alter treatment programmes if necessary using clinical reasoning. * Negotiate appropriate treatment goals with patients, undertaking regular re-evaluation and using appropriate outcome measures. * Identify and develop the communicative competence of patients with severe and complex disorders of communication, 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 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. | |
| **POLICY/SERVICE DEVELOPMENT** | |
| * Contribute to the development of care guidelines, protocols and evidence-base in order to inform practice. * Participate in team and department audit activity and peer review to ensure best practice. | |
| **FINANCIAL/PHYSICAL RESOURCES** | |
| * Be aware of the efficient use of resources within the service and advise on appropriate resource requirements. * Be responsible for the safe use of equipment and report any repairs which need to be undertaken. | |
| **HUMAN RESOURCES** | |
| * Contribute to the supervision of non-registered staff and the provision of undergraduate student placements as required. | |
| **INFORMATION RESOURCES** | |
| * Keep timely and accurate records of patients’ treatments and statistical data as required. * Submit regular data about activity levels as required. | |
| **RESEARCH AND DEVELOPMENT** | |
| * Support for research, audit and service development projects as required. | |
| **FREEDOM TO ACT** | |
| * Take responsibility for own workload and decision making, with the patient being the main focus. * Use own judgement to negotiate, problem solve and make decisions in the absence of line manager. | |
| **OTHER RESPONSIBILITIES** | |
| To take part in regular performance appraisal.  To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  To contribute to and work within a safe working environment  The post holder is 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. | |
| **OTHER** | |
| 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. | |
| **THE TRUST – VISION AND VALUES** | |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Compassion  Inclusion  Integrity  Empowerment  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. | |
| **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.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. | |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Recognised RCSLT degree (or equivalent).  HCPC licence to practice.  Autonomous practitioner: RCSLT newly qualified practitioner competency framework completed.  Competent at Specialist Dysphagia Practitioner level (RCSLT Dysphagia Training & Competency Framework). | E  E | D  D |
| **KNOWLEDGE/SKILLS**  Work to the guidance and standards of the RCSLT.  Excellent interpersonal skills including observation, listening and empathy.  Good negotiation and problem-solving skills  Good analytical and reflection skills.  Excellent verbal and written presentation skills.  Good planning, organisational and prioritisation skills.  Up-to-date knowledge and skills across a broad range of assessment and treatment approaches for acquired disorders of communication and swallowing.  Knowledge of relevant RCSLT clinical guidelines and professional standards (Communicating Quality 3); developing ablility to interpret these to generate assessment and therapy interventions for individual patients*.*  Knowledge of the legal and ethical aspects of capacity/consent and withholding/withdrawing nutrition and hydration.  Knowledge and use of evidence based practice and outcome measurement.  Understanding of the principles of clinical governance and audit.  Well developed auditory and perceptual skills.  Able to employ counselling skills and provide psychological and emotional support for patients, carers and relatives with complex needs.  Able to recognize the limits of own knowledge and skills and seek support/guidance as necessary. | E  E  E  E  E  E  E  E | D  D  D  D  D  D |
| **EXPERIENCE**  Post qualification experience of working with people with  acquired disorders of swallowing, language and cognition.  Post qualification experience of working as a core member of a multidisciplinary team. | D  D |  |
| **PERSONAL ATTRIBUTES**  Able to maintain sensitivity at all times to patients, carers and families, especially when imparting distressing information about the nature and implications of profound, long-term communication and swallowing disorders.  Able to manage the emotional consequences of working closely with people in distressing circumstances, including acute, progressive and terminal medical conditions.  Able to recognise conflict between patients and their carers/relatives and, with support, facilitate resolution.  Able to manage the challenging behaviours of cognitively impaired clients. | E | D  D  D |
| **OTHER REQUIRMENTS**  Able to maintain intense concentration on, and active engagement with, all aspects of client management for prolonged periods – often in busy environments and with frequent interruptions.  Able to be flexible to the demands of the post, including unpredictable work patterns/caseloads, deadlines, limited planning/organisation time, the need to multitask and make immediate complex decisions  Able to work within infection control and health and safety guidelines in order to deal appropriately with exposure to infectious conditions and mouth contents encountered on a daily basis.  Able to meet the travelling needs of the post.  Able to work flexibly over 7 days if required.  High standard of computer literacy. | E  E  E  E  E | D |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y/N |  |  |  |  |
| Contact with patients | Y/N |  |  |  | Y |
| Exposure Prone Procedures | Y/N |  |  |  |  |
| Blood/body fluids | Y/N |  |  | Y |  |
| Laboratory specimens | Y/N |  |  |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y/N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y/N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/N |  |  |  |  |
| Animals | Y/N |  |  |  |  |
| Cytotoxic drugs | Y/N |  |  |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N |  |  |  |  |
| Dusty environment (>4mg/m3) | Y/N |  |  |  |  |
| Noise (over 80dBA) | Y/N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/N |  |  |  | Y |
| Heavy manual handling (>10kg) | Y/N |  |  |  |  |
| Driving\* | Y/N | Y¹ |  |  | Y² |
| Food handling | Y/N |  |  |  | Y |
| Night working | Y/N |  |  |  |  |
| Electrical work | Y/N |  |  |  |  |
| Physical Effort | Y/N |  | Y |  |  |
| Mental Effort | Y/N |  |  |  | Y |
| Emotional Effort | Y/N |  |  |  | Y |
| Working in isolation | Y/N |  |  | Y |  |
| Challenging behaviour | Y/N |  | Y |  |  |

\* Y¹ = Acute Rotation; Y² = Community Rotation

**Name:………………………………….Signed:………………………………Date:……………….**

Band 5 SLT: Acute/Community Rotation – September 2022