

Job Title:	Speech and Language Therapist
Reports to (job title):	Team Lead/Service Manager
Line Manager to:	

Job Introduction (External)

- An exciting opportunity has arisen for an enthusiastic Speech and Language Therapist wishing to develop their skills within the adult population of Surrey and North East Hampshire. You will be part of a friendly, integrated, and supportive team. We have a well-developed supervision and peer support system in place.
- Our team works to deliver high quality Speech and Language Therapy provision for In-patients (incl stroke rehabilitation), outpatients, and people in community who have communication and/or swallowing difficulties, resulting from a variety of acquired or progressive neurological conditions.
- This post will primarily be based at Farnham Hospital but there will be a requirement to travel around the local area to provide a service into the community.
- To provide advice, support and education for patients and their families/Carers, and offer training to students, and other Health Care Professionals.
- To be able to work independently and as part of a Team, and to participate in innovative projects and service development to benefit patients and colleagues.
- To support junior colleague and students in their development of clinical skills

Main responsibilities

- Communicate complex and sensitive information to patients, carers, families and members of the multi-disciplinary team and/or those in other professions, from initial assessment to discharge.
- Use developed communication skills to convey complex information in an easy to understand format where there may be significant barriers to understanding.
- Work closely with patients/ clients and their carers in goal setting and decision making.
- Demonstrate negotiation and influencing skills, both with colleagues and other professionals as well as patient and carers e.g. motivating patients to engage with the therapeutic process.

- Use empathy, tact, sensitivity and discretion when communicating life changing events e.g. poor prognosis for return of language function or need for augmentative/enteral tube feeding.
- Act as an advocate for patients who have difficulty communicating.
- Understand and maintain the required standards of clinical record keeping in line with Organisational and professional guidelines.
- Work with colleagues and students to facilitate clinical development.
- Participate in formal and informal training sessions for other speech and language therapists, professionals, carers, local support groups and other third party organisations as requested.
- Employ good presentation skills to promote multi-disciplinary and interagency liaison and collaborative practice to a broad range of audiences.
- To further develop the ability to reflect on auditory, visual and kinaesthetic aspects of a client's communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness.
- To assess and treat a caseload which includes complex cases, in line with experience and ability, as an autonomous practitioner with appropriate supervision, evidencing problem solving and reasoning skills and independence of judgement. To develop clear care plans based on evidence and best practice.
- To reflect on own practice with peers and mentors and identify own strengths and development needs.
- Demonstrate use of appropriate outcome measures.
- Liaise with a wide range of professional colleagues and other agencies to ensure comprehensive management of the patient e.g. attendance at ward meetings, MDT's and liaison e.g. with GP's, dieticians and social services.
- Plan for patient discharge, ensuring appropriate onward referral and liaison as required.
- With support, to manage own caseload and shared triage responsibility.

The Ideal Candidate

- Degree or equivalent qualification in Speech and Language Therapy approved by the Royal College of Speech and Language Therapists (RCSLT).
- Continued membership with the Royal College of Speech and Language Therapists (RCSLT).
- Registration as a qualified Speech and Language Therapist with the Health Professions Council (HCPC)

Job Description

- To undertake responsibility and accountability for a caseload of adults, holding the duty of care and prioritising and managing the caseload independently. The post holder will seek supervision as appropriate.
- To undertake a range of speech and language therapy assessments and therapy techniques in communication and dysphagia.
- To develop patient centred treatment plans and goals based upon sound clinical reasoning skills and analysis of assessments carried out.
- To have an awareness and understanding of low tech and high tech AAC referring on as appropriate.
- Awareness of the standards of clinical record keeping.
- To be empathetic to the needs of patient and/or carers, in particular when communicating distressing information regarding the nature of the difficulties and future implications.
- Robust self-reflection skills and able to seek timely support when required.
- To work closely with carers and families and agree decision-making relevant to the patient's management.
- To actively participate and contribute to team meetings and relevant professional forums.
- To support the implementation of policy and service development within the SLT Adult Team
- Manage time effectively with an ability to prioritise workload and be flexible in response to changing or urgent needs when required.
- Some knowledge of current national and local strategies, clinical guidelines, and issues relating to provision for adults with a range of communication and swallowing difficulties.
- Good presentation skills, both verbal & written.
- Competent IT skills
- Full UK driving licence and access to own vehicle.

Professional Responsibilities

- To maintain relevant Continuing Professional Development (CPD) profile.
- To participate in clinical and management supervision in accordance with departmental policy.

- To be accountable for own professional actions and recognise own professional boundaries, seeking advice as appropriate.
- Support the monitoring of quality and practice standards within the team. Identify and report any issues relating to conduct and performance issues.
- Adhere to organisation's policies and procedures and relevant legislation including the requirements of the any professional bodies.
- Attend mandatory training as identified by the organisation.
- Adhere to organisation's infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections.
- Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- The post holder must maintain the confidentiality of information about patients' staff and organisation's business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.
- All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.
- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect. Act in ways that are in accordance with organisation's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.
- All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the organisation's Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the organisation.
- Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

- The post holder must keep up to date with the requirements of Information Governance; undertake mandatory training and follow organisation's policies and procedures to ensure that organisation's information is dealt with legally, securely, efficiently, and effectively.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
• Inspire • Understand • Communicate	• Challenge • Improve • Learn	• Accountability • Involve • Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the organisation, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the organisation.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the organisation. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the organisation. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the organisation can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Policies and Procedures

All colleagues must comply with the organisation's Policies and Procedures which can be found on the organisation's intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

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 recognise the commitment from our staff to meeting the needs of our patients.

The organisation recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the organisation’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the organisation has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Employee signature

Manager signature
