

Job Title:	Adult Speech & Language Therapy Assistant – Band 3
Reports to (job title):	Team Lead for Speech & Language Therapy
Line Manager to:	n/a

Job purpose

The post holder will carry out programmes of individual and group speech and language therapy under the direction of a qualified speech and language therapist

To carry out patient centred therapy plans using evidence-based practice to ensure that the individual's full potential is developed or maintained.

To manage a caseload of adults with a range of acquired neurological condition as part of the Speech and Language therapy team under the direction of the speech and language therapist

To balance team administration tasks alongside clinical duties

To undertake training and supervision as required

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

- To provide support and advice for the patient and their families/carers about all aspects of their care that relate to their therapy needs under the guidance of the Speech and Language Therapist,
- To provide and receive sensitive information regarding a patients difficulties and expectations and to respond appropriately
- To be able to demonstrate empathy and sensitivity in response to patients and their families/carers.
- To ensure that up to date written electronic records and activity are maintained in accordance with the professional and organisation standards
- To provide education sessions to patients and their families/carers and external organisations under the guidance of a speech and language therapist
- To participate in the delivery of the therapy programme both individual and group provision

- To demonstrate ongoing personal development through participation in internal and external development opportunities
- To prioritise clinical work and balance other patient related and professional activities as the department requires.
- To understand the core principles of capacity and consent to treatment and apply this to practice
- To implement therapy within a range of settings including community wards, outpatient clinics, nursing homes and patient's own home.
- To ensure that clinical boundaries are maintained.
- To not attempt any complex clinical task without seeking appropriate support from the speech and language therapist, where needed this may include completing formal competencies
- To advise therapist of any therapeutic equipment/materials required for the service
- To be responsible for equipment used in carrying out Speech and Language Therapy duties and to adhere to departmental policies and guidelines to ensure safe use of equipment by self and others.
- To share responsibility for departmental tidiness, maintenance and administration
- To be involved in service projects and developments
- To support the administrator and work alongside them to plan for annual leave cover
- To lead on appropriate audits with support as necessary
- To use technology to support patient interventions
- To prepare therapy materials under the guidance of the Speech and Language Therapist

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

- Inspire
- Understand
- Communicate

Think

- Challenge
- Improve
- Learn

Do

- Accountability
- Involve
- Resilience

Confidentiality and Information Security

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

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 Company. 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 company. 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 company 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.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company 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 company 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 company'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 company 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.

Personal Specification

Essential

- GCSE English Grade C or above (or equivalent)
- Excellent IT skills
- To work independently and as part of a team
- Good written and verbal communication skills
- To be able to adapt written and verbal to account patient level of understanding
- To be flexible in approach and be responsive to changing demands
- Able to prioritise/time manage
- To self- evaluate performance, completing set programmes independently and seek advice as appropriate
- To gather, analyse and evaluate clinical information with supervision
- To identify risk and how to minimise its effects upon individuals safety
- To contribute in team meetings and clinical discussions
- Full UK drivers license and access to vehicle

Desirable

- Understanding of the range of Speech and Language Therapy offered for adults with acquired neurological conditions and the role of the SLT assistant within the NHS

Job Description

- Paid or voluntary work with relevant care/client group
- Experience of working within a multi-disciplinary Team
- Experience using AAC or other therapy Apps