

Job Title:	Speech and Language Therapist (Adult Acquired Team)
Reports to (job title):	Adult Acquired Team Lead
Line Manager to:	N/A – Band 5 post (may provide guided supervision/observation to SLT students and assistants)

Job purpose

As a new or recently qualified Speech and Language Therapist, manage a defined caseload and work with an appropriate degree of autonomy and independence, with regular support, to identify, assess and diagnose communication and/or swallowing impairments and select appropriate patients and type of therapy for effective treatment.

Base

Based in Chippenham, as part of the Adult Acquired Team within Wiltshire Health and Care (working in partnership with Great Western Hospitals NHS Foundation Trust, Royal United Hospitals Bath NHS Foundation Trust and Salisbury NHS Foundation Trust). The service is delivered across many locations, so frequent travel is expected, within a service of limited resources in relation to demand.

This post is responsible for

The post holder will, with appropriate support:

- To support and develop the communication and/or swallowing skills of adults with acquired disorders.
- With appropriate support, identify, prioritise and manage unpredictable and clinical or non-clinical situations – including those of a serious, sensitive or potentially distressing nature (e.g. challenging behaviour, serious communication impairments, mental health issues, degenerative diseases, terminal illnesses, unwelcome diagnoses/recommendations) – to achieve an appropriate and safe outcome.
- To inform clients, carers and other professionals of strategies which enable individuals to achieve optimum communication potential.
- To work with a wide range of professionals in a variety of multidisciplinary teams across agencies, in a consultative, advisory and collaborative capacity.

Key responsibilities

- With appropriate support from a designated and more experienced SLT, work independently as an autonomous practitioner, holding responsibility and accountability for own delegated caseload of referrals (admission, treatment and discharge decisions), within own level of competence and

professional/service parameters, applying the best available research evidence and evaluative thinking.

- Provide assessment and analysis to determine the type, severity and impact of speech, language, communication and/or swallowing impairments in a wide age range of clients, through formal and informal assessment and information-gathering methods, using a high level of sensory, discriminatory and perceptual skills (e.g. acoustic and phonetic transcription; structured, detailed observation of verbal and non-verbal communication behaviours; and the ability to distinguish discrete differences in oro-pharyngeal muscle function).
- Use and analyse results of some psychometric assessments and, with support, further interpret results in relation to theoretical and clinical knowledge of individual patients.
- Make differential diagnoses and clinical decisions regarding options for hypothesis-driven clinical intervention, or as a key member of a multidisciplinary team (e.g. whether to treat, type, frequency and duration of treatment, need for onward referral, re-evaluation and discharge), with significant, regular and frequent support from a designated SLT clinical supervisor.
- With support, work in partnership with clients to develop insight, skill and experience, determining an intervention programme that balances all aspects of their needs, integrating psychosocial, physical, emotional and environmental factors within a holistic, patient-centred approach, and working towards specific therapeutic goals.
- Carefully communicate information and advice to patients and carers, and demonstrate practical procedures where appropriate, to increase their ability to implement the therapy programme, ensure realistic expectations of therapy, and facilitate their adjustment to the speech, language and swallowing consequences of the disorder and likely prognosis.
- With support, communicate highly complex SLT specialist information and clinical judgements of a sensitive or contentious nature, where the situation may be emotive, to patients, carers, family and other members of the clinical team.
- Develop good interpersonal communication skills within the professional clinical role, to listen to and counsel patients and carers, providing support and empathy without prejudice, identifying and resolving difficult situations, managing conflict, and coping with occasional unpleasant conditions relating to close patient contact.
- With support, work collaboratively and initiate liaison over clinical matters with a wide range of professionals from a variety of locations and agencies (health, education, social, private and voluntary).
- With support, develop skills to present and communicate clinical information in a manner that motivates, negotiates with and persuades patients, carers and multidisciplinary colleagues, to involve and empower patients in the therapeutic process and ensure provision of the most effective and efficient packages of care (e.g. through writing specialist reports and legal statements, and convening or attending multidisciplinary case conferences).
- With support, work in partnership with patients, developing high levels of insight, skill and experience, to determine an intervention programme that balances all aspects of their needs depending on their level of impairment and disability, integrating psychosocial, physical, emotional and environmental factors within a holistic, patient-centred approach.

Job Description

- Contribute to local and national audit and quality measures, participating in the process of clinical governance.
- Occasionally be involved in audit and research activities under supervision, as requested by the SLT Line Manager.
- Take part in SLT service activities to develop specific research skills.
- Participate in and contribute to all activities relating to SLT service evaluation and planning, to help steer and influence clinical care.
- Be responsible for the safe and proper use of equipment and resources used in the course of daily work, ensuring health and safety standards are maintained.
- Follow strategies for effective caseload management for parts of the service.
- Provide observation for students and those interested in SLT as a career, with guidance (after at least one year of post-qualification experience).
- Teach and supervise SLT students, with guidance from a more experienced SLT (after two years of post-qualification experience).
- Provide teaching sessions to Assistants, Technical Instructors and Volunteers, with guidance.

Proposed job plan

The post holder will manage a defined clinical caseload within the Adult Acquired Team, balancing direct patient contact (assessment, therapy and review) with administrative duties, multidisciplinary team working, travel between sites, and continuing professional development, receiving significant, regular and frequent clinical supervision from a designated SLT clinical supervisor.

Outline of Provisional Job Schedule:

To provide a service in many locations, so frequent travel is expected, within a service of limited resources in relation to demand. There will be occasional exposure to unpleasant conditions, e.g. head lice, verbal aggression and body fluids, and occasional exposure to distressing or emotional circumstances within the post holder's caseload.

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 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.

Job Description

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

- Degree in Speech and Language Therapy (or equivalent qualification).
- Licence to practise from the Royal College of Speech & Language Therapists, issued following attainment of degree and successful completion of clinical placements.
- Registration with the Health and Care Professions Council.
- Membership of the Royal College of Speech and Language Therapists, with evidence of own professional development.
- Some knowledge of national and local clinical guidelines.
- Able to demonstrate empathy, support and reassurance to individuals with a communication and/or swallowing impairment, and with their carers and families.
- Able to communicate clearly, directly and honestly, in an open manner.
- Good awareness of self and of others.
- High level of clinical diagnostic and sensory perceptual skills, in order to carry out core clinical work such as acoustic and phonetic transcription; structured and detailed observation of verbal and non-verbal communication behaviours; and the ability to distinguish discrete differences in oro-pharyngeal muscle function.
- Able to work collaboratively in a multidisciplinary team.
- Good verbal and written communication skills for a range of audiences, including other professionals, clients and carers.
- Good organisational and time management skills.
- Knowledge of IT and computer skills.
- Valid UK driving licence and access to a car in order to carry out the duties of the post.
- Willing to work in other areas of Wiltshire Health & Care as and when required.
- Excellent social, interpersonal and presentation skills.
- Excellent verbal and written communication skills, including negotiation.
- Able to demonstrate self-motivation and initiative.
- Willingness to learn and develop.
- Able to cope with and appropriately manage the emotional consequences of working with patients with distressing conditions, or in challenging situations.

Desirable

- Have post graduate dysphagia training.

Job Description

Other requirements: None specified.

Employee signature

Manager signature
