

Job Title:	Speech and Language Therapist
Reports to (job title):	Head of Adult Speech and Language Therapy
Line Manager to:	NA

Job purpose

To provide high quality Speech and Language Therapy assessment, diagnosis, treatment and advice to adults living in Bath and North East Somerset, who are referred into the service with acquired swallowing, speech, voice and communication needs.

Intervention will be provided on the rehabilitation inpatient ward at St Martin's Hospital and in the community.

You will provide training and education to service users and their families and carers, to allow them to better understand their condition and how to manage this. You will provide education and training to other HCRG Care Group staff and external stakeholders, in order to improve understanding of speech and language therapy and our role.

Base

Your base will be Sulis Ward, St Martin's Hospital and working from home.

Key responsibilities

- Independently managing a caseload and providing skilled and specialised evidence based Speech and Language Therapy to adults with a wide range of communication and swallowing difficulties in a variety of settings
- Engaging with the services' triage system, to ensure referrals are managed in a time effective way and service users are given the best advice, as quickly as possible
- Assessing and differentially diagnosing service users' complex communication and swallowing difficulties, developing and implementing clear treatment plans, including comprehensive discharge plans from the service
- Providing evidence-based interventions, including intensive dysphagia and aphasia intervention
- Providing advice, training and education to others regarding the management and care of adults with communication and swallowing difficulties
- Demonstrating high levels of communication skills with service users, their families, carers and other members of the multi-disciplinary team
- Providing supervision as required
- Providing support to our Speech and Language Therapy Assistant
- Assisting with managing waiting lists
- Referring for videofluoroscopy examinations

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
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • 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.

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

Qualifications and Training

- Recognised Speech and Language Therapy qualification
- Registered with Health and Care Professions Council (HCPC)
- Registered member of Royal College of Speech and Language Therapists (RCSLT)
- Dysphagia competent (RCSLT EDS framework Proficient level)

Skills, Experience and Knowledge

- At least 2 years relevant experience of working with adults and competent in dysphagia management
- Experience of independently managing a busy caseload and triaging referrals appropriately
- Fully competent in performing a variety of communication and swallowing assessments and treatments with a variety of presenting conditions, in line with current best practice guidelines
- Experience of assessing capacity and enabling individuals with significant communication deficits to make decisions wherever possible
- Experience of working as part of a multidisciplinary team
- Experience of training family members/carers around communication and/or feeding
- Good interpersonal and communication skills, including IT literacy, organisation and prioritisation skills
- Knowledge of professional and organisational standards relating to the role
- Knowledge of safe working practices in all settings
- Experience of appropriately raising safeguarding issues and managing with support
- This role requires the successful applicant to be mobile, visiting several locations across a wide geographical area so the post holder must hold a valid UK driving licence and have access to an appropriate means of transport to undertake the job effectively.

Desirable

- Experience of Videofluoroscopy

Other requirements:

The post holder must hold a valid UK driving license and have access to a car across the week

Employee signature

Manager signature

Job Description