

Job Title:	Speech and Language Therapist – Band 5
Reports to (job title):	Head of SLT for Adults with Acquired Difficulties in Communication and/or Swallowing in the Community
Line Manager to:	

Job purpose

To provide appropriate assessment, diagnosis and intervention for clients referred to the community SLT service in agreed locations under the supervision of senior colleagues. This post will be based at the Swindon Intermediate Care Centre and may include seeing patients both on-site and in the community in a variety of settings including patients own homes and care homes.

Base

Swindon Intermediate Care Centre

This post is responsible for

- With appropriate support from designated and more experienced SLT, be an autonomous practitioner ie, have responsibility and accountability for own caseload of open referrals, requiring admission, treatment and discharge decisions, within own level of competence and professional and service parameters.
- Assess and analyse type, severity and impact of all conditions of speech, language, communication and within own competency-level swallowing impairments in a wide age range of patients. This will be through a variety of formal and informal assessments and information gathering methods; with a high level of support from designated SLT clinical supervisor.
- Use and analyse results of some formal standardised assessments and, with support, able to analyse and interpret results in relation to theoretical and clinical knowledge of individual patients.
- Use and develop further sensory skills, in order to carry out core clinical work, such as acoustic and phonetic transcriptions; structured and detailed observation of verbal and non-verbal communication behaviours; and ability to distinguish between discrete differences in oro-pharyngeal muscle function.
- Make differential diagnoses and clinical decisions regarding options for hypothesis driven clinical intervention (eg, whether to treat, type of treatment, frequency and duration of treatment, need for onward referral, re-evaluation and discharge) with significant regular and frequent support for clinical practice from designated SLT clinical supervisor.
- Concentrate intensely during clinical activities (eg, working with patients for therapeutic interventions, writing reports with recommendations, and acting as an expert witness when called).

- With support, develop insight, skill and experience to work in partnership with the patient, to determine an intervention programme that balances all aspects of their needs depending on their level of impairment, disability, handicap and distress.
- Apply best available research evidence and evaluative thinking in all areas of practice.
- 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 and family, and to other members of the clinical team.
- Develop the ability, with support, to integrate psychosocial, physical, emotional and environmental factors within a holistic patient centred approach, while working towards a specific therapeutic goal.
- With support, develop the skills of negotiation and persuasion with patients and carers and multidisciplinary colleagues in order to provide the most effective and efficient packages of care, and use motivational skills to empower patients in the therapeutic process.
- Develop interpersonal skills to listen well and counsel patients, with empathy and without prejudice.
- With support, work collaboratively and liaise over clinical matters with a wide range of professions from a variety of agencies.
- Sensitively and safely manage frequent exposure to situations that are potentially distressing or emotional, such as dealing with people with challenging behaviour, serious communication impairments, mental health issues, degenerative diseases, terminal illnesses, unwelcome diagnoses / recommendations.
- To identify, manage and prioritise unpredictable clinical and non-clinical issues safely and appropriately within busy day (including those of a serious nature, such as child protection / vulnerable adult issues).
- Work in a wide variety of locations away from base, with varying facilities requiring adaptations to working such as shared or cramped conditions and with people of all ages and disability.
- Routinely travel (for long or many short periods within a day) to a wide variety of work locations within the local geographical area while carrying or transporting equipment and case notes.
- Provide observation for students and those interested in SLT as a career with guidance (after one year of experience).
- Teach SLT students (after two years of experience) with guidance from a more experienced SLT.
- Provide teaching sessions to Assistants, Rehabilitation Assistants and Volunteers with guidance.
- Attends mandatory training for organisation and SLT service.
- Work as part of a clinical team, and attend and contribute to staff meetings within the SLT service, as requested.
- Demonstrate commitment to continuing personal and professional development and acquisition of further skills and knowledge through reading, active learning and attending relevant courses, to keep up to date with current clinical, theoretical, and technical developments within the profession.

- To contribute to local and national audit and quality measures so participating in the process of clinical governance, under supervision.
- Occasionally be involved in audit and research activities under supervision (eg, accurate data collection), as requested by SLT line manager.
- Take part in SLT service activities to develop specific research skills (eg, journal clubs).
- Adhere to the organisation and SLT service policy on professional and clinical supervision (ie, regular ongoing reflective practice to evaluate and learn from clinical work, address training needs, and where necessary change practice, done with a clinical supervisor or supervision group).
- May provide professional and clinical supervision to colleagues.
- Actively participate in the annual appraisal system.
- Behave in a professional and respectful manner at all times and situations, and to deal with issues appropriately to ensure patients, colleagues, the service and Trust are not compromised or undermined.
- Act responsibly towards SLT colleagues by being actively involved in SLT service events, willing to be flexible, and in carrying out other duties as requested by the Head of SLT.
- Take responsibility to plan and organise your workload and manage your time efficiently and effectively.
- Practice within legal frameworks whilst considering professional and ethical principles.
- Communicate in an open, honest and direct manner.
- Participate in the supervision of Rehabilitation Assistants and Volunteers.
- Participate in and contribute to all activities relating to SLT service evaluation and planning.
- Responsible for equipment and resources used in the course of daily work.
- Responsible for safe and proper use of equipment.
- Adhere to the organisation and SLT service policies and procedures, national guidelines; and the professional standards as identified in HCPC.
- Adhere to current legislation relating to the post, such as information governance (confidentiality, consent, data protection etc), all aspects of health and safety at work.

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 flourish. 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

- Degree in Speech and Language Therapy (or equivalent qualification)
- Licence to practice from Royal College of Speech & Language Therapists, which is issued following attainment of degree as well as the successful completion of the requisite number of hours in clinical placement
- Registration with Health and Care Professions Council (HCPC)
- Membership of Royal College of Speech and Language Therapists
- Relevant experience working with adults during student placements.
- Have knowledge of the use of some formal assessments of speech and language and, with support, able to analyse and interpret results in relation to theoretical and clinical knowledge of individual patients.
- Have highly developed awareness of own sensory skills, to interpret information in order to carry out core clinical work, such as: - acoustic and phonetic transcriptions; structured and detailed observation of verbal and non-verbal communication behaviours; and ability to distinguish between discrete differences in oro-pharyngeal muscle function.
- Have good knowledge of the integration of psychosocial, physical, emotional and environmental factors within a holistic patient centred approach, while working towards a specific therapeutic goal.
- To be able to demonstrate empathy, support and reassurance to individuals who have a communication and/or swallowing impairment and with their carers and families
- Have highly developed interpersonal skills to enable the SLT to work collaboratively and liaise with a wide range of professions from a variety of agencies
- Have a good standard of spoken and written English language.
- Have a high level of self motivation and enthusiasm, and an ability to enable self and others
- Good interpersonal skills with ability to listen well and have empathy, without prejudice.
- Have a willingness to learn and develop
- Able to communicate clearly, directly and honestly, in an open manner.
- Have a good awareness of self and of others

Desirable

- Some knowledge and skills in the assessment and management of dysphagia is desirable (able to see non-complex cases under supervision)



Job Description

Employee signature

Manager signature

