

Job Title:	Speech and Language Therapist (Band 5)
Reports to (job title):	Band 6/7 SALT
Line Manager to:	n/a

Job purpose

To provide communication, voice and dysphagia assessment, therapy and support to adults with acquired difficulties and their carers in the community setting. The caseload is varied including conditions such as stroke, dementia, cancer, respiratory problems, and voice disorders. Patients are provided with a service in a variety of settings appropriate to their needs i.e. care homes, own home, and outpatient clinics across the West Lancashire area.

Base

Bickerstaffe House, Ormskirk. Although the post is a community position requiring travel within the West Lancashire region. Some working from home may also be required.

Key responsibilities

Clinical

- To undertake assessment and management of patients with communication and swallowing problems due to a range of conditions.
- To clinically diagnose and use clinical reasoning skills to formulate and implement agreed individualised treatment programmes, if appropriate, in a manner, which respects privacy, dignity and individuality.
- To maintain knowledge and skill in the use of alternative and augmentative communication aids and systems.

Communication

- To provide timely and appropriate intervention to patients ensuring appropriate discharge / ongoing care.
- To advise, develop, assist and educate all appropriate colleagues on the management and care of patients with communication, voice and/or feeding and swallowing difficulties.
- To provide specialist speech and language therapy advice to other Health Care Professionals.

- To ensure a high standard of patient care is provided, implementing and reviewing clinical standards relevant to the work undertaken.
- To actively participate in MDT meetings.
- To ensure effective internal and external two-way communication with patients, carers and all other Health and Social Care Professionals regarding all aspects of patient care.
- To provide and receive complex information that requires empathy and reassurance, communicating where there may be barriers to understanding.

Clinical Governance

- To comply to all national and local policies and procedures.
- Ensure compliance with all quality and safety training relevant to the post.
- To comply with service procedures and guidelines.
- To ensure that any equipment, furniture or building in need of repair is reported to the correct authority as necessary.
- To comply with the HCPC Professional Standards and rules of professional conduct.
- To actively undertake clinical audits.
- To ensure treatments offered to patients are based on the best available clinical evidence.
- To comply with the Data Protection Act and Caldicott recommendations.
- To be aware of and comply with Safeguarding Policies and Procedures for both adults and children in order to promote safeguarding and prevent abuse to vulnerable people who may be working, visiting or receiving treatment within the organisation and to report any suspicion of abuse to their Line Manager or Safeguarding Leads.

Training and Development

- To actively participate in the in-service training programme.
- To attend relevant training courses including post graduate dysphagia training.
- To complete appraisals and Personal Development Plans
- To disseminate information from training attended as required.
- To teach and advise carers and other Health Professionals to ensure provision of good patient care.
- When necessary supervise students on clinical placement.

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

Proposed job plan : The role is 37.5 hours per week. Requests for part time hours will be considered.

Person Specification

Person specification	
Essential	Desirable
Recognised Speech and Language Therapy Degree qualification.	Registered member of Royal College of Speech and Language Therapists
UK HCPC Registration	Dysphagia trained
Willingness to undertake Dysphagia training	Experience of virtual voice / communication groups.
Knowledge/skills in communication and/or swallowing disorders underpinned by current evidence-based practice	Knowledge of technology relevant to SLT pathways
Evidence of strong commitment to team and partnership working	Membership/participant of Special Interest Groups
Excellent communication skills, ability to share complex clinical information with staff, patients and families	Previous experience of working with patients with neurological conditions i.e. acute CVA, MS, MND.
Ability to work autonomously, independently and with MDT	
Excellent time, prioritisation and self-management skills	

Ability to manage change in a flexible, diplomatic and positive manner

Willing to develop own clinical role and be aware of boundaries with other professionals

Have a range of excellent clinical reasoning, assessment and treatment skills and be able to give advice, problem solve and make decisions

Teaching and presentation skills

Ability to be reflective and demonstrate good personal development of self and others

To manage working in a highly pressured, busy work environment with support from senior clinicians

To develop and maintain excellent working relationships with the MDT Team

Ability to fulfil the travel requirements of the post

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 1998 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.



Job Description

Employee signature

Manager signature

