

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

Job purpose

To deliver effective speech and language therapy to service users accepted into the Adult Speech and Language Therapy service in BaNES. To be a committed member of the local and wider speech and language therapy community. To engage and work closely with service users, families, carers and other professionals involved in service users care and rehabilitation, to promote well-being, increased self-management through understanding of conditions, in order to achieve a positive impact upon quality of life, participation and independence.

Base

St Martin's Hospital, Bath, BA2 5RP

Key responsibilities

To independently assess and differentially diagnose service users complex communication and swallowing difficulties, in a variety of settings.

Provide evidence-based interventions, including intensive dysphagia and aphasia interventions

To independently manage a caseload and provide skilled interventions to adult with a wide range of communication difficulties resulting from multiple acquired neurological conditions

To triage and prioritise new referrals, offering immediate support and guidance to referrers and make appropriate decisions regarding ongoing care and management

Provide advice, training and education to others regarding the management and care of adults with communication and swallowing difficulties

To assist the service in demonstrating effective performance through the use of outcome measures

To demonstrate good levels of communication skills with service users, their families, carers and other members of the multi-disciplinary team, in order to facilitate effective self-management and improve quality of life

To be a committed, valued and integrated team member, with strong links to the wider health care environment

To maintain skills and knowledge in relevant areas of practice, demonstrating active learning and clear insights into learning needs and priorities. To comply with mandatory training requirements.

To supervise other members of the team where relevant and participate in own supervision sessions as per guidelines

To actively participate in and engage with team meetings and service objectives

To adhere to organisational policies and procedures, to ensure safe working practice and keep accurate and contemporaneous records

To effectively use IT, HR and communication systems

Proposed job plan

To work 25 hours across the week – days can be negotiable. Some degree of flexible/home based working can be considered.

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.

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

- 2 years experience as a qualified speech and language therapist
- Recognised clinical qualification in speech and language therapy
- Registration with relevant professional bodies (HCPC and RCSLT)
- Recognised dysphagia qualification or accredited training (Level B dysphagia competence and above)
- Experience of independently managing a busy caseload and triaging referrals appropriately
- Experience of working in the community or relevant environments, and with a variety of acquired adult conditions
- 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 eating, drinking and swallowing
- Good interpersonal and communication skills, including IT literacy, organisation and prioritisation skills
- Experience of appropriately raising safeguarding issues and managing with support
- Excellent organisation skills
- Presentation skills
- Driving licence for use in the UK and access to a car for work purposes

Desirable

- Experience of supervising other professionals
- Knowledge and awareness of wider healthcare environment, changes and challenges
- Qualifications and training in people management, leadership, change management
- Experience of videofluoroscopy and any appropriate competencies

Employer signature:

Employee Signature: