

## JOB DETAILS:

<b>Job Title</b>	Highly Specialist Speech and Language Therapist
<b>Specialist Area</b>	Stroke Rehabilitation, Adult Neurology; Management of Communication disorders Acquired and Progressive, Rehabilitation, Complex Dysphagia (including referral to Instrumental assessment)
<b>Pay Band</b>	Band 7, Permanent
<b>Hours of Work and Nature of Contract</b>	30 hours
<b>Division/Directorate</b>	Therapies Directorate
<b>Department</b>	Adult Speech and Language Therapy
<b>Base</b>	Ysbyty Cwm Rhondda Hospital, Llwynypia, Tonypandy

## ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Head of Adult SLT service
<b>Reports to: Name Line Manager</b>	Professional Manager for Adult Acute SLT Services
<b>Professionally Responsible to:</b>	Head of SLT Service



Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we

**work:**

*We listen, learn and improve  
We treat everyone with respect  
We all work together as one team*

To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

**Job Summary/Job Purpose:**

The post holder will function as the site lead for Ysbyty Cwm Rhondda Hospital. They will have responsibility for the coordination and delivery of inpatient services in YCR including the stroke rehabilitation service and the general medical inpatient service for the hospital, jointly leading a team support staff with their dietetic colleagues. They will coordinate and liaise with SLT leads in the other localities across the Health Board to deliver and develop health board wide policies and protocols.

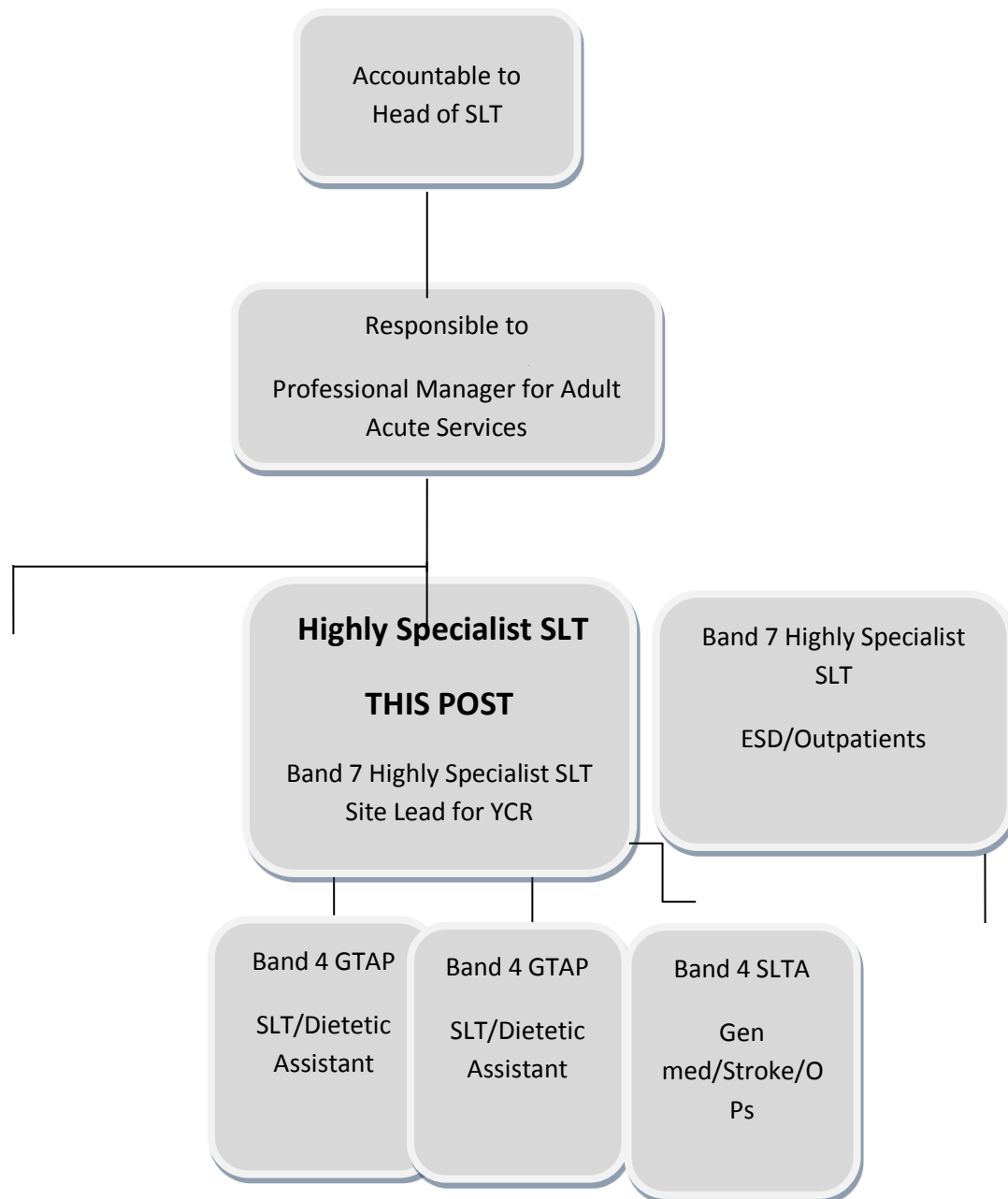
The post holder will demonstrate specialist skills and knowledge in stroke rehabilitation as well as having experience of the acute stroke care pathway. They will also possess advanced dysphagia skills to lead the care and delivery of general medical inpatient SLT care. This post holder will demonstrate leadership and operational skills to ensure the smooth running of the service and the highest standards of care are met. You will work closely with our acute stroke team at PCH, our local ESD team and our Outpatient and Community SLT staff in ensuring smooth transition of patient care across the service pathway.

**Key responsibilities:**

- To provide highly specialist assessment, diagnosis and management to adults with complex communication and/or swallowing difficulties related to acquired adult neurology and stroke
- To provide highly specialist stroke rehabilitation, as well as demonstrating an advanced ability to teach and develop the skills of other SLT and MDT staff.
- To demonstrate highly specialist skills in supporting communication impaired patients to engage in mental capacity assessment and in contributing to complex discharge planning decisions
- To regularly utilise the instrumental swallow services available across the UHB, making appropriate referrals to the videofluoroscopy service, also identifying and potential future outpatients suitable for a FEES assessment.
- To work with the Clinical Leads to assist in leading, co-ordinating and managing a highly specialist service to adults with stroke and other acquired neurological disorders.

- To coordinate the delivery of inpatient services, collating and analysis of statistical information, Recruitment/Retention, Staff Appraisal, Personnel Issues, Developing policies and procedure, attending relevant HB meetings as requested.

## Organisational Chart



## **DUTIES/RESPONSIBILITIES:**

The post holder will be required to :

- To act as a highly specialist independent practitioner in the systematic autonomous provision of Speech and Language Therapy services for adults with speech, language, communication and swallowing difficulties.
- To manage the assessment, differential diagnosis, treatment and discharge of own caseload within scope of practice; identifying and managing risk within the service area.
- To contribute highly specialist professional expertise to the multi-professional team in the management of clients with speech, language, communication and swallowing difficulties ensuring that information is understood by all relevant personnel.
- Undertake day to day line management and supervision of therapists, assistants and students, including monitoring their clinical activity as well as delivering specialist training to them and other professions.
- Contribute to the planning and development of adult speech and language therapy services within the area of specialism, implementing changes to service delivery as required.
- Supervise the work of therapists and assistants working within area of specialism.
- Have experience in implementing audit and to be able to take responsibility for regularly initiating, conducting, and analysing audit data in the adult speech and language therapy department.
- Have experience in contributing to Service Reviews, Performance Reviews and Staffing Reviews and to demonstrate ability to draw conclusions from these reviews and to make recommendations to Heads of Service.
- Have a working knowledge of relevant frameworks and clinical guidelines including NICE guidelines associated with area of specialism and other relevant Welsh Government initiatives.
- Responsible for delivering specialist training and education to other professionals and carers.
- Have experience of supervising speech and language therapy students, participating in grading examinations of these students.
- Demonstrate skills in communicating complex, sensitive and contentious information with clients with significant physical impairments.

- Reflect on, and evaluate training undertaken as part of continuing professional development.
- Reflect on own practice with peers and mentors and identify own strengths and developmental needs.
- Participate in local Clinical Excellence Networks and clinical discussions where best practice is identified.
- Participate in health promotion activities and contribute towards increasing public awareness of speech and language therapy e.g. participate in events for people considering a career in speech and language therapy, Health Board Health Promotion days, professional promotion days and general career events.
- Demonstrate the ability to identify appropriate strategies to facilitate and enhance communicative effectiveness when working with patients, carers and professional colleagues.
- Use highly specialist knowledge to inform sound clinical judgments and clinical decision making for case management.
- Make a differential diagnosis of patient condition and needs on the basis of evidence from assessment materials.
- Provide second opinions to SLT colleagues and other professionals when requested to do so.
- Develop a clear work plan, prioritising own patient caseload based on best practice.
- Reflect on own practice with peers and mentors and identify own strengths and developmental needs as part of the annual performance review framework.
- Take a lead role in the day to day organisation and clinical support of speech and language therapists within the Team.
- Advise the Clinical Leads on service provision within area of specialism.
- Take a lead role in the planning, co-ordination and delivery of SLT interventions, new initiatives and specified projects relating to adults with communication and/or swallowing difficulties associated with area of specialism.
- Actively support client/relative/carer/colleague involvement in the planning, delivery and evaluation of therapy, ensuring effective clinical outcomes and holistic client centred care.
- Work collaboratively with all stakeholders and colleagues to ensure appropriate planning of services and sharing of information, ensuring comprehensive care packages.
- Be accountable for own actions and decisions, working within codes of practice and

professional guidelines.

- Ensure work is timetabled for the speech and language therapy service.
- Participate in planning and implementing training programmes for SLT and other professions.
- Flexible according to the needs of the service, and work across Cwm Taf Morgannwg sites and locality as required.
- Demonstrate highly developed auditory and perceptual skills in the assessment, diagnosis and treatment of patients, considering cultural and linguistic differences.
- Adhere to Cwm Taf Morgannwg UHB policies and procedures, including manual handling regulations to ensure safe practice when manoeuvring clients to undertake therapy.
- Discharge clients on caseload in accordance with professional standards and departmental policies.
- Provide and receive highly complex, highly sensitive and highly contentious information in diagnosis/prognosis of the patient's communication and/or swallowing difficulties.
- Devise specialist treatment programmes in line with current evidence based practice guidelines for implementation by patients, carers, assistants and other SLTs.
- Train patients, carers, assistants and others to carry out programmes of work both within the department (speech and language therapy assistants) and those outside the department (family, other professionals) and to supervise appropriate implementation.
- Manage the comprehensive treatment of a complex caseload independently, monitoring and evaluating highly specialist input.
- Be accountable for own professional action and recognise own professional boundaries, seeking advice and support from peers and senior colleagues as required.
- Ensure the seamless transfer of clients between various service locations.
- Evaluate service provision and make recommendations regarding potential service developments to the Clinical Lead and/or Head of Adult service.
- Advise Clinical Lead or Head of Adult SLT on issues of service delivery including shortfall, service pressures, and as far as possible make suggestions for improved practice.
- Propose policies, procedures and develop protocols relating to specialist area which will impact on other professions.
- Initiate and participate in activities designed to improve the effectiveness of service

provision.

- Oversee the monitoring of stock levels and order new equipment as appropriate.
- Ensure the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to patients.
- Provide in-service training for students on work experience, SLT undergraduates or less experienced staff members making use of own highly specialist skills.
- Provide supervision, mentoring, advice and support to more junior speech and language therapists, assistants and volunteers as required.
- Maintain up to date and accurate case notes in line with RCSLT professional standards and Cwm Taf Morgannwg University Health Board policies.
- Share information with others, observing data protection guidelines.
- Gather and update activity data accurately and regularly, ensuring the provision of such information promptly within Health Board guidelines.
- Develop and facilitate continuous risk management, quality standards setting and clinical effectiveness.
- Undertake and evaluate research relating to client group at the discretion of the Head of service or as appropriate to the needs of the community.
- Collect and provide research data as required.
- Monitor and evaluate own highly specialist service delivery and provide progress reports as required.

## **PERSON SPECIFICATION**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	Speech and Language Therapy Degree or equivalent.  Postgraduate training and experience in relevant area to Master's level equivalency  Advanced training in stroke care	Computer Literacy.  Research methodology/ clinical audit training.  Membership of relevant Specialist	Application Form  Interview  Production of evidence (certificates etc)

	<p>Advanced training in dysphagia</p> <p>Member of HCPC/RCSLT.</p> <p>Comprehensive range of short courses in specialist area.</p> <p>Leadership experience</p>	<p>Interest Group.</p> <p>Advanced courses/evidence of training in specialist area of videofluoroscopy.</p> <p>Advanced training in FEES</p>	
<b>Experience</b>	<p>Significant experience of working with a range of communication/swallowing problems.</p> <p>Significant experience of working within the hospital environment.</p> <p>Supervision of less experienced staff.</p> <p>Experience of multi-disciplinary /agency working and holistic case management.</p> <p>Significant experience of working with specialist caseload.</p> <p>Evidence of Continuing Professional Development and lifelong learning.</p> <p>Delivering training programmes.</p> <p>Developing and planning service developments and policies.</p>	<p>Experience of providing second opinions.</p> <p>Experience of working with support workers, technical instructors.</p> <p>Experience of running support and therapy groups for patients.</p> <p>Experience of line managing other staff</p> <p>Experience of tracheostomy and critical care</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Aptitude and Abilities Skills</b>	<p>Good organisational and time management skills, flexibility</p>	<p>Willingness to carry out research within the relevant clinical</p>	<p>Application Form</p>



	<p>and adaptability.</p> <p>Ability to work autonomously and as part of a team.</p> <p>Skills in analysing and communicating highly complex assessment information.</p> <p>Excellent and sensitive interpersonal skills including observation, listening, counselling and empathy skills with people with disordered communication skills.</p> <p>Ability to work as SALT/multi-disciplinary team member and readiness to assume leadership responsibilities.</p> <p>Able to relate theoretical knowledge to practice in a wide range of areas and in all aspects of patient care.</p> <p>Experience of teaching/training others.</p>	<p>area.</p> <p>Ability to communicate in Welsh.</p>	<p>Interview</p> <p>References</p>
<b>Personal Qualities</b>	<p>Knowledge of specific assessment/treatment tools for patients with communication or swallow disorders.</p> <p>Up to date knowledge of best practice for assessment and management of clinical caseload.</p> <p>Knowledge of clinical governance issues.</p>	<p>Reflective practice theory.</p> <p>Understanding of Local and National Policies and relevant political drivers.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Circumstances</b>	<p>Team player.</p> <p>Flexible and adaptable.</p>		<p>Interview</p> <p>References</p>

	<p>Innovative and self-motivated.</p> <p>Resilience to emotionally demanding situations.</p> <p>Ability to accept standards of others.</p> <p>Strong empathy.</p> <p>Personal initiative.</p>		
<b>Other</b>	<p>Ability to travel around geographical area of Health Board in a timely manner.</p> <p>DBS Check</p>		<p>Application Form</p> <p>Interview</p>

## **GENERAL REQUIREMENTS**

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Welsh Language:** In line with Welsh Language legislation and in compliance with the Welsh Standards, the health board must actively seek to employ staff with Welsh language skills to meet the needs of the Welsh speaking public. Please click [here](#) to assess whether a post requires staff to speak Welsh. Alternatively, prospective employees should be encouraged to learn Welsh to a satisfactory level if Welsh skills are deemed necessary to the job requirements. For further information on Welsh language skills requirements, please contact the health board's [Welsh Language Unit](#).
- **Confidentiality of Information:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution

under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **DBS Disclosure Check:** In this role you will have direct contact with patients/ service users/children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhance Disclosure Check as part of the Trust's pre-employment check procedure.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Directorate Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Divisional Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Date Job Description compiled: \_\_\_\_\_

Date for Review: \_\_\_\_\_

### **Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

#### **Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

<b>Examples of Typical effort(s)</b>	<b>How often per day / week / month</b>	<b>For how long?</b>	<b>Additional Comments</b>
Periods of sitting in restricted position whilst delivering therapy, standing and walking.	<b>Daily</b>	<b>Most of shift</b>	
To have due regard for your own personal safety and that of carers, in particular to have regard to moving and handling regulations, restraining policies and ensure the safe positioning of self and others.	<b>Daily</b>	<b>Duration of consultation</b>	

## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Intense concentration in all aspects of patient management for lengthy periods of time. In particular, to monitor all aspects of client's communication, adapting and facilitating according to perceived client needs including cultural and linguistic differences.	Daily	Varies	
To be flexible to the demands of the environment including changing work patterns, deadlines and frequent interruptions to deal with telephone queries and issues.	Weekly	Varies	

## Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Maintain sensitivity at all times to the client's emotional needs and those of carers in particular when imparting potentially distressing information regarding the nature of the client's difficulties and implications of the same.	Daily	Varies	
Maintain a professional detachment in difficult circumstances.	Daily		
Demonstrate the ability to manage clients with challenging behaviours including the application of appropriate management strategies.	Weekly	Varies	

## Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations -

**\*Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
May be occasionally exposed to unkempt homes when undertaking home visits.	Once a month	Duration of visit	
Use of appropriate strategies to manage highly unpleasant circumstances such as aggressive behaviour and verbal abuse from clients/patients/relatives.	Occasional	Up to 30mins	
The post holder must be aware of the responsibilities placed upon them under the Health and Safety Act 1974 to ensure that agreed procedures are carried out and that a safe working environment is maintained for patients, visitors and employees.			