

09172

## JOB DETAILS

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

<b>Job Title:</b>	Specialist Speech and Language Therapist
<b>Pay Band:</b>	Band 6 (static)
<b>Department:</b>	Adult Speech & Language Therapy
<b>Directorate:</b>	Therapies
<b>Clinical Board:</b>	CD&T
<b>Base:</b>	University Hospital of Wales

## ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Senior Lead for Adult SLT
<b>Reports to:</b>	Senior Specialist SLT
<b>Professionally Responsible to:</b>	Professional Head of SLT

### Our Values: *'CARING FOR PEOPLE; KEEPING PEOPLE WELL'*

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

Cardiff and Vale University Health Board our values and example behaviours are:

<b>We care about the people we serve and the people we work with</b>	Treat people as you would like to be treated and always with <b>compassion</b>
<b>We trust and respect one another</b>	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
<b>We take personal responsibility</b>	Be <b>enthusiastic</b> and take responsibility for what you do.
<b>We treat people with kindness</b>	<b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?
<b>We act with integrity</b>	Never let structures get in the way of doing the <b>right thing</b> .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high-quality services to patients.

## **JOB SUMMARY/JOB PURPOSE**

### **JOB SUMMARY**

The post holder will have a degree qualification in Speech and Language Therapy (SLT) and will be HCPC registered. The post holder's primary role will be to take responsibility for providing a specialist speech and language therapy service to adults with communication and swallowing difficulties within Cardiff and Vale UHB. This post will be a static position and will cover the wards covered by the Acute Medicine Team at the University Hospital of Wales. The clinical areas that you will cover within this service will include Emergency medicine, Geriatric medicine, Respiratory, Gastroenterology and upper GI, Cardiac, Haematology and Spinal Injury. The postholder will also participate in a rota for weekend cover to acute stroke.

### **JOB PURPOSE**

The post holder will provide specialist assessment, diagnosis, intervention, management and discharge to adults with communication and swallowing difficulties associated with a wide range of acquired conditions.

The post holder will work as part of the multi-disciplinary teams within the settings described above, liaising with other agencies and disciplines managing the clinical caseload within their areas of responsibility.

The post holder will take part in service development projects including complex audits. They will participate in the in-service training of speech and language therapists and assistants, supervise the work of technicians and volunteers and provide clinical support to more junior speech and language therapists. They will provide clinical placements for undergraduate SLT students and participate in teaching/training of other professions.

## DUTIES AND RESPONSIBILITIES

### Clinical Duties

1. To be professionally and legally accountable for all aspects of their own work.
2. To undertake a comprehensive specialist assessment of patients using advanced clinical reasoning skills in order to diagnose communication and swallowing difficulties, formulate and deliver interventions using evidence-based practice and support discharge.
3. To make independent clinical decisions, evaluate intervention outcomes and modify treatment programmes accordingly.
4. To provide accessible information and advice about complex and lifelong communication and swallowing difficulties to patients, their carers and families.
5. To enable patients and their carers and families to understand treatment options, share in decision making and give informed consent at each stage of the therapeutic process, encouraging participation at each stage of the therapeutic process.
6. To provide specialist written clinical reports at appropriate stages of the intervention process.
7. To continuously evaluate own practice, ensuring that it is up to date, evidence based and compliant with UHB and professional guidelines.
8. To manage clinical risk within patient caseload.
9. To maintain comprehensive, accurate and up to date case notes which comply with legal, professional and UHB requirements.
10. To develop and maintain good working relationships with professional colleagues within the multidisciplinary team both within health and education. To promote good working relationships at all times.
11. To contribute to all aspects of multidisciplinary team working, including key-working. This will include: exchanging information, goal setting, developing care plans, attending meetings and case conferences, and liaising with different agencies and disciplines in relation to specific clients.
12. To participate in workforce initiatives and cover arrangements as required.
13. To provide advice to others in relation to their specialist clinical area.

14. To seek second opinions and advice with regard to own caseload as necessary.
15. To deal sensitively with “on the spot” (informal) concerns, avoiding escalation where possible.

#### **Teaching, Training and Clinical Supervision**

1. To participate in teaching/training of health professionals and others.
2. To participate in the in-service training of speech and language therapists and assistants.
3. To provide training and on-site supervision of speech and language therapy students including examination placements.
4. To take responsibility for supervising speech & language therapy Health Care Support Workers and volunteers working with patients.
5. To provide clinical supervision and support to more junior speech & language therapists and assistants.
6. To participate in the clinical support mechanisms available to all staff within the service.

#### **Research, Evaluation and CPD**

1. To undertake research and development projects as requested by the line manager. This will include undertaking best practice initiatives, participating in clinical audits, and collecting data for research.
2. To evaluate the service provided to own caseload and propose changes for own areas of responsibility.
3. To participate in the development of service standards, protocols, guidelines and All Wales clinical pathways. The post holder will make recommendations, implement and evaluate new developments within their own area of responsibility.
4. To identify own professional and development needs via the VBA process and clinical supervision.
5. To participate in CPD activities, develop and monitor own clinical expertise through a range of activities such as formal training, participating in a Clinical Excellence Network and participating in a journal club.

#### **Management, Planning and Administration**

1. To prioritise and manage the caseload, working within service guidelines and operational policies.
2. To be responsible for planning and managing own time and workload appropriately.
3. To participate in team and service meetings as required by the line manager.
4. To collect and collate data and statistics as required by the line manager and Head of SLT Service.
5. To be responsible for the security, safety and maintenance of clinical equipment within their area of responsibility and ensure compliance with regulations and UHB guidelines. To inform manager of any deficiencies in working conditions, equipment or procedures which may constitute a hazard to patients or staff and ensure adequate precautions are instituted.
6. To identify equipment needs for one's own caseload, monitoring stock levels, and notifying manager when equipment needs to be ordered.
7. To be responsible for carrying out delegated administrative tasks relating to the smooth running of the Children's Speech and Language Therapy Service.

## GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create,

maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

- **Information Governance:** 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.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. 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 and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** 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.

- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital-based service can be accessed by telephoning 02920 743582 or for a community-based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Dignity at Work:** The UHB 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. All staff are requested to report and 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 UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account

**CAJE Reference:**  
RWM/2019/0088

of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

**Date Prepared:** 20.08.2018

**Prepared By:** Karen Visser, Head of Children's Speech and Language Therapy

**Date Reviewed:** 12/3/2024