

Job Description

Job Title:	Registered Speech and Language Therapist
Responsible to:	Speech and Language Therapy Team Lead – East (Canterbury and Coastal)
Hours:	1.0 wte (37.5 hours a week)
Last updated:	March 2024
Base:	East Kent - Canterbury Health Centre
AFC Banding:	Band 5

Description of service

The Adult Speech and Language Therapy (ASLT) service in east and west Kent provides services to people over the age of 18 who require assessment, diagnosis and management of acquired swallowing and communication disorders. We see patients in a range of settings including outpatient clinics, community hospitals, care homes and in their own homes.

We are part of a bigger service with our dietetic colleagues in the Trust, which also includes the Community Nutrition and Dietetic Service and the Home Enteral Nutrition service. We come under Rehab and Therapies Directorate.

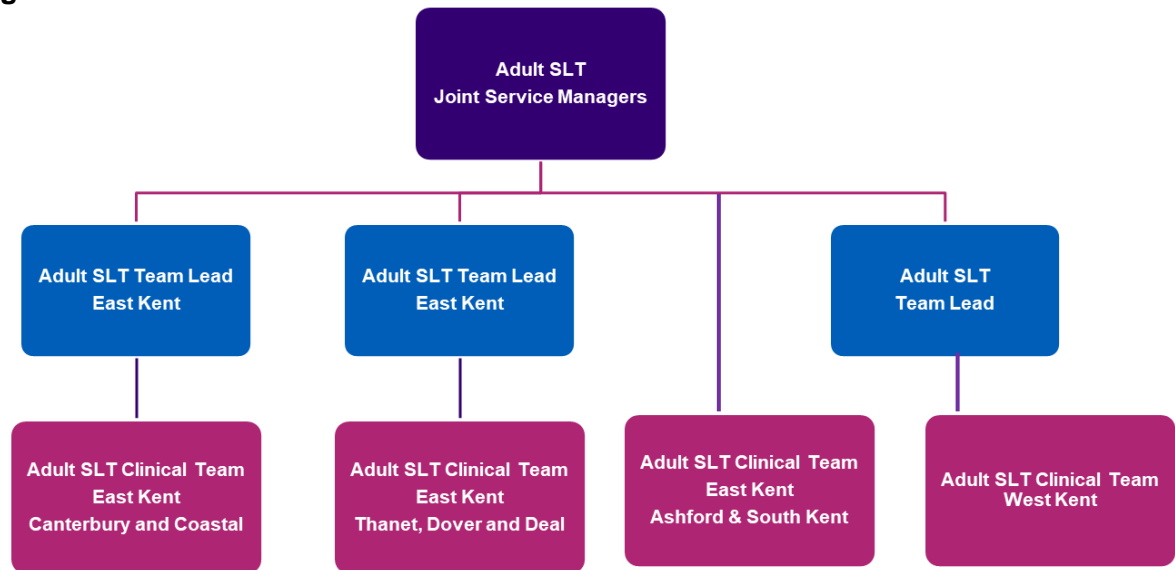
As ASLT, we are a team of more than 30 SLTs and associate/assistant practitioners across Kent. We provide regular supervision and have specialist advisors in clinical areas including dysphasia, dysphagia, motor speech disorders, dementia, dysfluency and voice.

We use the East Kent Outcome Measurement System (EKOS) which supports evidence based practice and clinical reflection as well as providing robust evidence of our patient outcomes.

Job Purpose

- To provide assessment, therapy, advice and support to a general community caseload of neurological and medical patients, including dysphagia work and visits to patient's homes, care homes and community hospitals.
- The post holder will work in the East Kent locality.
- The post will include domiciliary visits and out-patient work.

Organisational chart of Service



All our staff are expected to embody the behaviours detailed in the Trust Values Framework:

Job Summary

Band 5 Registered Healthcare Professionals work closely with all users of our services and their families, friends and carers who all play an invaluable contribution in how our users experience our services. Band 5 Registered Healthcare Professionals are expected to be kind and responsive but professional and informative and contribute to the quality of the services provided across the health economy by:

- Keeping the people who using our services as safe as possible through the use of sound clinical skills and effective risk assessments
- Ensuring the best possible clinical outcomes by using up-to-date skills and adhering to evidence based policies and procedures
- Ensuring the people using our services have a good experience by respecting, empowering and working in partnership with people throughout the care planning process

Registered Healthcare Professionals who work in this service require a range of core skills as follows:

- Assessment, treatment and evaluation of holistic therapy intervention
- The development of integrated care programmes in partnership with the patient.
- To support in the supervision of therapy associate practitioners, assistants and students
- To actively work as a member of the multi-professional team to provide high quality therapy intervention to patients.
- To undertake a range of competent clinical interventions to support the outcomes of both individual and group therapy

- To manage a caseload of patients on a daily basis consisting of patients with complex needs associated within a specific speciality.

Dimensions

- To ensure that resources are used effectively, planning workload to meet the priorities of patient care by the most efficient use of time, equipment and manpower and other resources (medical devices, equipment)
- To comply with the Health & Care Professions Council (HCPC), RCSLT codes of conduct and relevant national and organisational policies and procedures.

Knowledge, Skills and Experience Required

- Registered First Level Healthcare Professional (NMC or HCPC)
- Evidence of degree or Level 6 equivalent study
- Awareness of National Service Frameworks relevant to care setting and its application across health care services
- Be responsible for maintaining own competency to practice through continued professional development activities and maintain relevant professional registration.
- Maintain a portfolio / professional diary that reflects personal development and practically demonstrates theory learned.

Value	Value description
Compassionate	This is about putting our patients and service users at the heart of everything we do so that the way we deliver our services empowers them, meets their expectations and caters for their needs. It is characterised by having a positive attitude, being kind and polite, understanding diversity and demonstrating respect, patience and tolerance. It is equally about making staff feel truly valued so they feel cared for and are engaged with our vision and values and display these values to each other, whatever their role in the trust.
Aspirational	This is about empowering and being aspirational for ourselves and our patients and service users. It is seeking and supporting continuous improvement, a focus on research, generating ideas and innovations and being adaptable to change. Sharing information, resources and ideas to deliver excellent outcomes. It is characterised by openness, transparency, and thinking creatively.
Responsive	This is about listening and acting and is characterised by effective relationships, communicating clearly, doing what we say we will when we say we will, asking and taking account of opinions, planning with patients and service users and working across organisational boundaries. It is about working with and being responsive to our commissioners and stakeholders and designing services with them. It is also about effective working relationships within teams and

	across internal boundaries to deliver outcomes that improve our patients' experience. It is equally about applying these principles every day, working with staff so they feel valued and empowered.
Excellent	This is about striving to deliver the best care we can. It is about providing high quality services and wanting the best for our patients. It is also about leading by example and supporting and growing a culture of excellence in our teams. It is characterised by challenging complacency, tackling inappropriate and challenging behaviour and striving for continuous improvement.

Key Result Areas

Healthcare providers across Kent are committed in providing safe, effective services and providing patients and families with a positive experience.

Patient Safety

Band 5 Healthcare Professionals contribute to the provision of safe and reliable services by:

- Using their clinical judgement and risk assessments to keep the people using our services as safe as possible
- Safeguarding people by recognising and responding when an adult or child might be at risk from abuse but also recognising their own limits and asking for help and escalate concerns when necessary
- Escalating safety concerns and by doing so acting as effective advocates for those who use our services
- Being open and transparent about their own practice
- Supervising the work of others
- Reflecting on everyday practice to identify areas where improvements in safety or quality can be made
- Working with others to create a culture of continuous improvement
- Maintaining accurate, legible, comprehensive records
- Maintaining compliance with their mandatory training requirements.
- Maintaining professional registration with the HCPC and demonstrate adherence to the HCPC Code of Conduct and RCSLT standards
- Integrating best practice and identification of areas where improvement in practice is required.
- Being responsive when delegating interventions to junior staff.

Clinical Outcomes

Band 5 Healthcare Professionals contribute to the effective delivery of services by:

- Providing skilled, evidence based therapy intervention which adheres to agreed policies and procedures
- Working with patients and families to negotiate and agree a personalised care plan including assessing risks and needs
- Acting as a patient advocates in the multi-disciplinary team and overseeing the work of others to ensure that they are also responding to the needs of patients and providing clinically effective intervention
- Working as autonomous practitioners and taking responsibility for the treatment they prescribe to patients but within their own limits of competency and confidence
- Contributing to creating and maintaining high performing teams by:
 - communicating well with all members of the team
 - understanding their role in the team and how they help the team achieve its objectives
 - reflecting on their own practice regularly and encouraging the whole team to reflect on their practices in handovers and team meetings
 - identifying how intervention could be improved

Patient Experience

Band 5 Healthcare Professionals contribute to the people using our services feeling respected and empowered to make decisions about their health and wellbeing by:

- Working in partnership with patients and their families and carers
- Gaining consent and, as far as possible, involving people in all decision making
- Signposting patients and carers to alternative services to support behaviour changes with improving current and potential health states
- Reassuring people by being professional, responsive, knowledgeable and confident in order to convey sensitive information around their care
- Responding to complaints or concerns effectively and quickly in line with the services' policy

Supporting yourself and others

Engaged staff are more productive and Band 5 Registered Healthcare Professionals play a role in engaging fellow health professional peers and the work we do by:

- Participating constructively in their own supervision and annual appraisal processes
- Demonstrating commitment to optimising their continuation of clinical learning whilst undertaking and maintaining clinical caseloads in different healthcare settings
- Developing mentorship skills so they can support student therapists

- Reviewing and reflecting on their own competence and performance through effective use of operational supervision and appraisal and identifying any personal training needs

Physical skills:

Standard IT skills

Ability to travel across the health economy in a timely manner to ensure completion of role.

Manual dexterity required for the role.

Moving & handling is required for the role.

Freedom to Act:

The post holder is required to be accountable for his/her own actions, to act on his/her initiative and to be aware of the impact on others.

In accordance with Trust policies provide therapy intervention to patients in the community, adapting to a changing workload throughout the course of a shift.

The post holder will be expected to work unsupervised under the leadership of the Team Leader liaising when necessary. They will act independently within appropriate service guidance, policies and standards

Physical Effort

There will be a requirement for a combination of sitting, standing, bending, stooping, walking and driving.

There may be some requirement for physical effort in relation to patient care.

Use of computer equipment

Mental Effort

Unpredictable work pattern necessitating an ability to adapt to a changing workload in the course of a day.

Periods of concentration are required on a daily basis.

Emotional Effort

Regular requirement to deal with emotional or distressing situations, including working with terminally ill patients and dealing with difficult family situations.

Working Conditions

Occasional exposure to bodily fluids, smells, noise and violent or aggressive behaviour.

Corporate Accountabilities

Standards of Business conduct

The post-holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers.

All Trust staff may be involved directly or indirectly with people who are receiving a health service. Therefore, the Trust is exempt from the Rehabilitation of Offenders Act (1974) and this post may be subject to a Criminal Records Bureau disclosure.

The post holder is expected to adhere to the codes of conduct of the HCPC and RCSLT standards.

Risk Management

The post-holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk.

Governance Standards

Comply with the relevant governance standards applicable to the Trust as communicated to the post-holder from time to time.

Data Protection

To comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of patient information.

Confidentiality

The Trust's employees are required to ensure that information about patients is safeguarded to maintain confidentiality and is kept securely in accordance with NHS requirements of 1999. (The Caldicott Committee's Report on the review of patient-identifiable information 1997, & HSC/1999/012). This means that patient information can only be passed to someone else if it contributes to the provision of care or the effective management of health care services within the Trust.

Child/Adult Safeguarding

All staff must be familiar with and adhere to Trust child/adult safeguarding procedures and guidelines, in conjunction with Kent Safeguarding Children/Vulnerable Adults Board procedures and supporting policies/guidelines. All staff are required to attend child/adult safeguarding basic awareness training and additional training regarding child /adult safeguarding, commensurate to their position and role.

Records Management

To maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration.

Freedom of Information

To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures.

Security

To comply with Trust policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.

Infection Control

The post holder will ensure compliance with the Trust's Infection Prevention and Control policies and procedures and the Health Act 2006, ensuring that the risk of healthcare associated infection to service users and staff is minimised.

Whistleblowing

The post holder has responsibility for patient and staff welfare and should raise any concerns relating to a breach of NHS policies and procedures with their manager or refer to the Whistleblowing Policy for alternative options.

Environmental Impact

The post-holder will ensure compliance with the Trust's environmental management policies and procedures. These describe the Trust's commitment to climate change and carbon management, the recognition that our aim is to protect the environment and the use of natural resources that all staff have a responsibility towards.

Performance review

This Job Description will be used as a basis for individual performance review between the post holder and the manager.

The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April, and may develop to meet the changing needs of the service. The postholder will need to take due account, in the way they achieve the key result areas, of Trust policies and procedures.

Equality and Diversity

The Trust aims to maintain the goodwill and confidence of its own staff, service and users and the general public. To assist in achieving the objective it is essential that at all times employees carry out their duties in a courteous and sympathetic manner. The post holder will carry out their duties in accordance with the Trust's Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

Job description agreement

Job holder's name	
Job holder's signature:	
Date:	
Line managers name and title	
Line managers signature	
Date	

Band 5 Speech & Language Therapist –East Kent

Person Specification

To be assessed via: (A) = Application form (I) = interview

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Recognised Speech and Language Therapy degree qualification or equivalent (A) (or about to qualify)</p> <p>Health and Care Professions Council licence to practice as a Speech & Language Therapist (A) (or applying once qualified)</p> <p>Registered Member of the Royal College of Speech and Language Therapists (RCSLT) (A)</p>	
EXPERIENCE	<p>Experience of recent community/acute healthcare relevant to the role gained through education or work experience placement or previous employment (A)</p>	<p>Dysphagia experience (RCSLT dysphagia competencies level B) or equivalent (A)</p> <p>Relevant voluntary or previous work experience (A)</p>
KNOWLEDGE	<p>Knowledge of a range of assessments and therapy techniques (A/I)</p>	
SKILLS & ABILITIES	<p>Excellent communication and interpersonal skills – both verbal and written – including presentation of information to others (A & I)</p> <p>Ability to organise own work (A)</p> <p>Positive and flexible attitude to</p>	

	<p>dealing with change and able to respond to the changing needs of patients in an appropriate and timely manner (A& I)</p> <p>Ability to use own initiative (A)</p> <p>Good negotiation and problem-solving skills (I)</p> <p>Understands the limits of their own competence and demonstrates ability to act on guidance/feedback from manager or other senior clinician (A & I)</p> <p>Excellent time management, organisational and prioritisation skills (A & I)</p> <p>Efficient IT skills in using Word, Outlook and other common programmes (A)</p> <p>Ability to travel independently and in a timely manner between sites as required by the service (A)</p>	
PERSONAL ATTRIBUTES	<p>Ability to motivate and organise others to ensure best practice. (A)</p> <p>Ability to work under pressure (A)</p> <p>Flexible and adaptable (A)</p> <p>Effective and strong team player (A)</p>	
ABILITY TO MANAGE	<p>Able to support the implementation of local and national agendas for health under the guidance of the team lead / service manager. (A)</p> <p>Ability to prioritise care delivery in a professional manner, taking into account Trust policies and procedures. (I)</p>	

