



Together

LANCASHIRE TEACHING HOSPITALS NHS FOUNDATION TRUST WORKFORCE DIRECTORATE

JOB DESCRIPTION

JOB TITLE: Speech and Language Therapist

DIRECTORATE: Integrated Nutrition and Communication Service - Division of Surgery

REPORTS TO: Clinical Lead Speech & Language Therapist

ACCOUNTABLE TO: Head of Speech and Language Therapy

KEY RELATIONSHIPS: Speech and Language Therapy staff/ Dietitians/ Nutrition nurses/ Medical and Multidisciplinary teams

DIRECT REPORTS: Head of Speech & Language Therapy

HOURS: 37.5

LOCATION: Lancashire Teaching Hospitals NHS Foundation Trust

BAND: 5-6 development post (following successful completion of competencies)

NB: The post holder may be required to work in other departments across the organisation including across sites

DBS (Criminal Record) Check Level required for role:

Please indicate the level of DBS check required in this role	No DBS Required	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks
					<input checked="" type="checkbox"/>	

KSF Core Dimension Levels for Role

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
4	3	2	3	3	2

Role Summary

To provide a speech and language therapy service to patients with dysphagia and acquired disorders of communication and/or voice, whilst continuing to develop specialist skills. To work across in-patient and out-patient pathways and proactively engage in multidisciplinary team working. The post holder will support the clinical lead in the day to day running of the clinical area through implementation of their clinical knowledge, operational accountability and supporting staff as required.

To practice at all times in accordance with the Trust values, Health Care Professions Council Code of Conduct and the Royal College of Speech and Language Therapists professional standards, working as part of a team to ensure that patients and relatives receive excellent care with compassion.

To provide a service across both The Royal Preston Hospital and Chorley District Hospital and to support Trust initiatives in line with 7 day working and further service changes.

Key Duties and Responsibilities:

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of the Trust

Our Values



Being Caring and Compassionate

Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.



Recognising Individuality

Appreciating differences, making staff and patients feel respected and valued.



Seeking to Involve

Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.








Building Team Spirit

Working together as one team with shared goals doing what it takes to provide the best possible service.



Taking Personal Responsibility

Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.

ROLE DUTIES	MEASURABLE OUTCOMES					
To support the delivery of the Speech and Language Therapy Service across clinical areas and as part of a multidisciplinary team.	<ul style="list-style-type: none"> Support the Clinical Lead in the planning and day to day organisation of service provision. Actively promote high quality service delivery at all times and promote Speech and Language Therapy presence in multidisciplinary team working. Build excellent relationships with the MDT and liaise effectively to ensure seamless care. Own work is prioritised appropriately and time is managed effectively. 	✓	✓	✓	✓	✓

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	<ul style="list-style-type: none"> • Provide care across designated areas, prioritising and advising the team lead when shortfalls occur, or are likely to occur. • Support service development and planning. • Actively participate in audit. 					
To provide specialist clinical skills within a clinical specialty.	<ul style="list-style-type: none"> • Management of a specialist caseload. • To support staff with caseload management as required. • To deliver specialist assessment, diagnosis and management of patients with communication disorders and dysphagia. • To provide a wide range of specialist treatment and management options. • To use evidence based practice to inform patient management. 	☑	☑	☑		☑
To communicate effectively with patients, carers and colleagues, in both clinical and non-clinical activities respectively.	<ul style="list-style-type: none"> • To communicate distressing, complex and sensitive information to patients and carers concerning diagnosis, prognosis and treatment plans. • To communicate effectively both verbally and in writing with other disciplines, departments and organisations e.g. MDT meetings including medical staff, case conferences, discharge planning and report writing, both for individual patients and for the service within the clinical area. 	☑	☑	☑	☑	☑
To support personal and people development.	<ul style="list-style-type: none"> • Own appraisal and personal development plans are completed as per Trust policy. • Maintain and develop own professional competence and seek to extend the 		☑	☑	☑	☑

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	<p>scope of personal knowledge and skills within scope of role and professional practice.</p> <ul style="list-style-type: none"> • Maintains a current Personal Development Portfolio, in line with Trust Policy, HCPC registration and RCSLT professional standards. • Participates in reflective practice and clinical supervision activities. • Participates in the development of others including band 5 speech and language therapists, assistants, assistant practitioners and students. • To provide Education and training within the Trust as required. 					
To proactively manage risk, health and security of patients, self, and colleagues in accordance with trust and professional policies and procedures.	<ul style="list-style-type: none"> • Attend Service and Trust mandatory training. • Awareness of and adherence to Service and Trust Policies and Procedures. • Implementation of Trust Infection Control procedures. • Demonstrate competence in the use of Trust electronic patient record systems and data collection and demonstrate full awareness of information governance policies and procedures. • Competence in the safe use of therapy resources and equipment and delivery of training to other members of the team as required. • Management of clinical and physical risk within own patient caseload and support provided to other therapy staff and students as necessary. • Compliance with Trust, Service and Professional standards for documentation. 	☑	☑	☑		☑

	<ul style="list-style-type: none"> • Timely reporting of adverse occurrences via Datix system. • First line resolution of complaints and information gathering for formal complaint responses to support Team leader. • Maintenance of HCPC registration and practice within RCSLT and HCPS professional standards and Code of Conduct. 					
To support equality of opportunity and access for both staff and patients.	<ul style="list-style-type: none"> • To use developed skills to identify complex psychosocial issues, cultural and social differences in order to incorporate them into treatment. • To act at all times in accordance with legislation and Trust Policies and procedures related to equality and diversity promoting good practice in self and others. • To support equality of opportunity within Speech and Language Therapy for both staff and patients. 	✓	✓	✓	✓	✓
To support equality of opportunity and access within the Speech and Language Therapy Service for both staff and patients.	<ul style="list-style-type: none"> • Knowledge of personal responsibilities related to Equality and Diversity (E&D) and support for others to do the same • Recognition of complex psychosocial, cultural, social and other issues and how they can be incorporated into treatment plans and support for team members to do the same. • Reporting and investigation of incidents which potentially breach E&D legislation/ Policies. 	✓	✓	✓		✓
To support the Clinical Governance and Quality agenda within Speech and Language Therapy and Integrated Nutrition and Communication Services.	<ul style="list-style-type: none"> • To contribute to the departmental audit calendar. • To present audits and action plans to the speech and language therapy service and meetings as appropriate. 	✓	✓	✓	✓	✓

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	<ul style="list-style-type: none">Evidence of support for the development and implementation of local and national clinical guidelines within the team and the wider service as appropriate.					
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Occupational hazards or exposures relevant to this job (please tick)			
Physical			
Patient moving & handling	✓	Regular DSE work	<input type="checkbox"/>
Regular equipment / material moving & handling > 10kg	<input type="checkbox"/>	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	<input type="checkbox"/>
Entry into confined spaces	<input type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	<input type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
Chemical			
Exposure to known respiratory irritants or sensitisers	<input type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	<input type="checkbox"/>
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	<input type="checkbox"/>
Biological			
Exposure-prone procedures	<input type="checkbox"/>	Laboratory exposure to pathogens	<input type="checkbox"/>
Other			
Night work	<input type="checkbox"/>	On-call duties/ lone working	<input type="checkbox"/>

Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the organisation
- Trust Standing Financial Instructions
- Working within Data Protection Legislation, Health & Safety at work Act 1974, maintain confidentiality at all times, as required by legislation and our policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
 - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
 - Concerns about the professional or clinical practice or competence of staff
 - The treatment of other staff, including suspected harassment, discrimination or victimisation
 - Health, safety and environment issues
 - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
 - Employment standards and/or working practices
 - Criminal offences or miscarriages of justice
 - Failure to comply with any other legal obligation
 - Deliberate concealment of any of the above

Information Governance

- To be fully aware of and committed to all policies, procedures and initiatives relating to information governance - this will include, but not limited to, data quality improvements, confidentiality and information security
- To take personal responsibility for safeguarding and ensuring the quality of information.

Behaviour

The post holder will be expected to:

- Support the aims and vision of the organisation

- Act with honesty and integrity at all times
- Be a positive ambassador for the organisation
- Demonstrate high standards of personal conduct
- set an example and encourage openness and honesty (particularly in reporting incidents and near misses) and will actively foster a culture of learning and improvement
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the organisational commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

Job Review

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

Signature of Post Holder:

Date:

Signature of Manager:

Date:

LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

PERSON SPECIFICATION

POST: Development band 5-6 Speech and Language Therapist
Division of Surgery

Band: 5-6

DIRECTORATE / DIVISION: Integrated Nutrition and Communication Service -

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications & Education	<ul style="list-style-type: none"> • HCPC registration • RCSLT registration • Degree in Speech and Language Therapy • Eligibility to work in the UK • 	<ul style="list-style-type: none"> • Attendance at regular CENs in area of clinical interest. • Evidence of CPD, in relevant areas 	<ul style="list-style-type: none"> • Application form • Interview • Assessment
Knowledge & Experience	<ul style="list-style-type: none"> • Experience working in acute setting • Experience of managing dysphagia and communication disorders in acute illness • Awareness of relevant clinical guidelines • Experience of providing training and/or education to MDT and patient/carers • Awareness of audit and service evaluation • Working at RCSLT level B dysphagia level. 	<ul style="list-style-type: none"> • Experience working with assistant practitioners • Knowledge of high and low tech AAC • Clinical educator training and experience of supporting student placements • Awareness of Videoflouroscopy and /or FEES • Appropriate identification of patients for instrumental assessment • 	<ul style="list-style-type: none"> • Application form • Interview
Skills & Abilities	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Excellent interpersonal skills • Ability to organise, prioritise and delegate • Excellent MDT working skills 	<ul style="list-style-type: none"> • Previous experience of audit and service development 	<ul style="list-style-type: none"> • Application form • Interview • Assessment

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	<ul style="list-style-type: none"> • Deliver patient centred care • Able to critically appraise and evaluate the effectiveness of clinical intervention • Proficient IT skills 		
Values & Behaviours	<ul style="list-style-type: none"> • Alignment to Trust Values and Core Behaviours • Able to cope with the physical and emotional demands of the post • Ability to manage workplace stress • Take responsibility for obtaining the highest standards of care achievable • Commitment to CPD • Willingness to work flexibly and in cross site working • Demonstrate self motivation and ability to motivate and encourage others 		<ul style="list-style-type: none"> • Application form • Interview • Assessment