

## **Manchester University Hospitals NHS Foundation Trust**

### **Speech and Language Therapy Service**

#### **Job Description**

**Name:**

**Band:** 5

**Job Title:** Speech and Language Therapist

**Responsible to:** Head of Speech and Language Therapy Service/Team Leader

#### **Main Purpose/Job Summary:**

- To work as a community speech and language therapist with children who have communication impairments ranging in type and severity.
- To assess, diagnose and manage a speech and language therapy caseload.
- To be professionally and legally accountable for all aspects of one's professional and clinical work, working to agreed national and professional standards.
- The post involves working in the location best suited to the patient's needs at that time, including community clinics, children's centres, mainstream schools and specialist educational provision and the patient's home.
- Some of the patients on the caseload will have special educational needs. In Manchester many of the patients are from families whose mother tongue is not English.

#### **Main tasks/overview of responsibilities**

##### **Responsibilities for Patient Care**

1. To effectively examine and assess patients, identify their problems and needs and ensure that patients' medical, psychological, social, environmental and cultural factors are taken into account.
2. To utilise examination and assessment findings to competently plan and carry out realistic programmes of treatment from a range of therapeutic options appropriate to each patient, using evidence based practice.
3. To be able to relate assessment results to the presenting disease/pathology/ impairment.
4. To set appropriate treatment aims and objectives in negotiation with the patient and/or carer.
5. To take responsibility for devising programmes of care for other professionals to carry out and for ensuring they are carried out appropriately.
6. To monitor and evaluate programmes of care carried out by other professionals and carers.
7. To provide advice to others regarding the management and care of patients with communication impairment.
8. To monitor and review care plans against outcomes and adjust care plans to facilitate achievement of goals.
9. To assist senior staff in raising awareness of communication impairments via health promotion initiatives, educational initiatives and health fairs.

10. To counsel and advise parents as required to ensure informed consent and that they are fully aware of the aims and objectives of SLT intervention.
11. To produce, disseminate and update reports/guidelines regarding individual care plans to carers/parents and other professionals.

### **Communication and Relationship Skills**

1. To employ excellent communication skills to enable patients, some of whom have highly challenging communication impairments to engage in the therapeutic process.
2. To adjust complexity, content and mode of communication to overcome these difficulties, including use of alternative modes of communication, eg signing, symbol and object systems.
3. To attend Child Development Team family meetings, disseminating own information, with support from a more senior therapist.
4. To work as part of clinical multi- and uni- disciplinary teams discussing own and others input around patients' needs, ensuring a well co-ordinated care plan.
5. To communicate complex condition related assessment information to patients, carers, families and members of the multi-disciplinary team and other professions.
6. To ensure a productive therapeutic relationship is established with patients, carers and families, agreeing decision-making which is relevant to the patient's management, taking into account challenging communication impairment, psychological and emotional state and differing cultural attitudes and expectations.
7. To demonstrate empathy with patients, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist.
8. To work with a linkworker or signing interpreter as necessary to aid assessment and treatment of the patient and communication with the carer(s).
9. To develop skills in motivating patients and/or carers to engage in the therapeutic process.
10. To liaise with SLT colleagues and other professionals regarding the provision of continued treatment as necessary following patient discharge.
11. To develop negotiation skills in the management of conflict across a range of situations.
12. To deal with initial complaints sensitively, avoiding escalation where possible.
13. To form productive relationships with parents/carers and patients who may be under stress and/or have challenging communication difficulties.
14. To take an advocacy role in helping patients and carers to express their needs, concerns and opinions to other professionals, eg during educational and medical assessments, benefit claims, etc.

### **Knowledge, Training and Experience**

1. To identify and work towards personal development and departmental objectives, set in conjunction with the line manager and mentor, as part of the annual personal development planning process.
2. To receive induction and mentoring according to departmental procedures
3. To attend post-graduate and specialist uni- and multi-disciplinary courses in order to maintain and develop skills and knowledge required of a speech and language therapist working in the field of general paediatrics.
4. To present cases as part of peer group seminars.
5. To demonstrate knowledge and disseminate information acquired from courses, literature searches, etc, to SLT colleagues and other professions.
6. To ensure that all clinical work is underpinned by evidence-based practice.
7. To demonstrate knowledge of and adhere to RCSLT, national and local Professional and Clinical Guidelines.
8. To develop a working knowledge of relevant procedures including: Safeguarding Children; Special Educational Needs procedures, working with Vulnerable Adults and other legal frameworks.

9. To have a working knowledge of the cultural and linguistic diversity of inner city patient groups and to adapt practice accordingly.

### **Freedom to Act**

1. To accept and prioritise referrals.
2. To be responsible for organising and prioritising own caseload within each location worked, seeking advice from senior staff within the specific areas as appropriate.
3. To write statutory advice in accordance with the requirements of the 1996 Education Act to enable the Education Department to provide a Statement of Special Educational Needs for a patient on the caseload, with access to support from a more senior therapist
4. To plan for discharge and liaise with SLT colleagues and other professionals regarding the provision of continued treatment as necessary.
5. To refer the patient or carer to other services as appropriate.
6. As an independent practitioner to make decisions about discharge of patients as appropriate.

### **Analytical and Judgement Skills**

1. To gather information from a range of professionals and carers.
2. To analyse all patient related information, some of which may be conflicting, taking into account other issues, eg mental, emotional, environmental, cultural and social, in order to make a clinical judgement regarding differential diagnosis and intervention, seeking advice as appropriate.
3. To produce clear care plans based on assessment and best practice.
4. To demonstrate the ability to reflect on practice with peers and supervisors.
5. To develop the ability to reflect on a patient's learning style and optimum mode of communication, such as the use of sign, pictures, spoken language etc, taking into account sensory and physical abilities.

### **Planning and Organising Skills**

1. To be responsible for managing and prioritising own caseload within each workplace location, seeking advice from senior staff within the specific areas, as appropriate.
2. To manage own workload and time appropriately.
3. To plan for discharge and liaise with SLT colleagues and other professionals regarding the provision of continued treatment as necessary.
4. To refer the patient or carer to other services as appropriate.

### **Policy and Service Development/Implementation**

1. To be familiar with and adhere to relevant legislation.
2. To be familiar with and adhere to relevant local and national policies/procedures and quality standards.
3. To comment on proposed service/policy development as appropriate.

### **Responsibility for Financial and Physical Resources**

1. To monitor stock levels in own service area and request new equipment as appropriate.

### **Responsibility for Human Resources**

1. To provide peer support to and receive peer support from other SLT colleagues.
2. To assist senior staff in the training of both SLTs and other professionals.

3. To offer observation sessions to prospective SLT students and other trainee professionals.
4. To explain the role of speech and language therapy to visitors, students and volunteers.
5. To plan, monitor and support the work of language development workers and comparable staff from external agencies, eg teaching assistants, classroom workers, in carrying out SLT programmes.
6. To design and deliver specific aspects of training in collaboration with more senior SLTs to non-graduate staff and other agencies, eg classroom assistants and Sure Start workers.

### **Responsibility for Information Resources**

1. To complete manual and computerised statistical returns.
2. To maintain up-to-date and accurate casenotes in line with RCSLT professional standards and local Trust policies.
3. To share information with others, observing data protection guidelines.

### **Responsibility for Research and Development**

1. To take responsibility for keeping abreast of developments and research relevant to clinic work and the profession.
2. To take part in pilot projects and to gather relevant data as directed.
3. To carry out an outcome audit on every patient.
4. To gather data for clinical audits according to the departmental clinical governance agenda, eg waiting times, casenote audit, analysis of referrals.
5. To provide data for others' research projects as required.

### **Corporate Responsibilities**

#### **Health and Safety at work**

- To ensure the adoption of safe work practices consistent with Health and Safety. The post holder must not, by act or omission, willfully endanger themselves or others whilst at work. All accidents and untoward occurrences must be reported and potential hazards identified.
- The post holder must be responsible for all Trust property and the reporting of all potential or actual breaches of security.
- The post holder must attend and complete the full induction programme and appropriate mandatory training relevant to job role
- The Trust operates a non-smoking policy.

#### **Equality and Diversity**

- Support the Equality and Diversity Agenda within the Directorate.
- Ensure that the impact on equality and diversity of proposals and policies within own area of responsibility is assessed and action taken to reduce any negative impact.

#### **Performance Management**

- The post holder will participate in performance management systems locally (and this may include providing information for performance monitoring or updating the Performance Accelerator) that reflect the values of the organisation, particularly in terms of being ambitious, challenging and accountable.

#### **Disability Discrimination Act 1995**

- The Trust may make 'reasonable adjustments' to the post/work place in order to facilitate the employment of individuals with a disability. These adjustments will be in line with the requirements of the Disability Discrimination Act 1995.

### **Any other duties within the framework of the post**

- To take responsibility for own personal development.
- The post holder will be required to undertake any other duties and responsibilities within the framework of the post.
- Due to the Trust's commitment to continuous improvement and in light of the changing needs of the organisation it is likely that the post will evolve over time. These duties will be subject to regular appraisal and any amendments will be made in conjunction with the post holder

### **Disclosure of criminal background**

- All NHS employers are required to check with the Criminal Records Bureau the possible criminal background of staff and volunteers who apply to work with vulnerable patients.
- If it is a requirement of the post that such a check be undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.
- Having a criminal record will not necessarily bar you from working with the Trust. This will depend on the nature of the position and the circumstances and background of offences.
- Please note applicants refusing to sign the form will not be progressed further.

### **Infection Control**

- All staff are expected to adhere to infection control policy and procedures as appropriate to their role and responsibilities in their work setting.

### **Safeguarding Children and Vulnerable Adults**

- All staff are expected to adhere to the Trust's policies and procedures in relation to Safeguarding Children and Vulnerable Adults and to undertake the appropriate level of mandatory training in this area.

### **Standards of Business – Declaration of Interest**

- All NHS Staff should be impartial and honest in the conduct of their official duties and should not abuse their official position for personal gain or advantage
- Staff must not engage in outside employment which may conflict with their NHS work or be detrimental to it. Staff who are concerned that they may be risking a conflict of interest should raise the matter with the relevant director, who will be responsible for judging whether a conflict has arisen.
- Staff must ensure that they are not placed in a position which risks or appears to risk conflict between their private interests and their NHS duties and to declare any relevant interests either on starting work or on acquisition of the interest.

### **Data Protection**

- The Data Protection Act 1998 requires that all organisations processing personal data keep this information safely and securely. The Trust is required to ensure that it complies fully with all its legal obligations in this area, including data protection. The post holder must be responsible for data protection and report all potential or actual breaches of the Data Protection Act.

Signature of post holder ..... Date .....

Signature of manager ..... Date .....