

## **JOB DESCRIPTION**

### **JOB DETAILS**

<b>Job Title:</b>	Speech and Language Therapist - Adults
<b>Pay Band:</b>	Band 5
<b>Directorate:</b>	Therapies and Health Science
<b>Department:</b>	Speech and Language Therapy

### **ORGANISATIONAL ARRANGEMENTS**

<b>Managerial Accountable to:</b>	Service Lead for Adults
<b>Reports to:</b>	Service Lead for Adults
<b>Professionally Responsible to:</b>	Head of Speech and Language Therapy via Service Lead for Adults
<b>Responsible For:</b>	Speech and Language Therapy Assistants Student Speech and Language Therapists Volunteers Work Experience Students

### **JOB SUMMARY / PURPOSE**

The post holder will provide a Speech & Language Therapy Service for adults in the nominated locality who have communication and/or swallowing difficulties. This role will involve:

- Developing skills to enable the post holder to work as an autonomous speech and language therapist with an adult client group.
- Specialist assessment, diagnosis and intervention with a specific client group, including those with complex difficulties
- Supervising the work of Support Workers and Volunteers

The post-holder will be supported to manage a caseload of adult clients, using evidence based/client-centred principles to assess, plan, implement and evaluate interventions in community and acute settings. They will also contribute to key service developments, both within Speech & Language Therapy, and across professions and agencies.

The post-holder will participate in CPD and other staff development activities, including supporting the delivery of training and education packages for staff within the locality and specialist area across the Health Board.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Clinical Practice**

Be qualified to degree standard and have evidence of relevant undergraduate/ post graduate training related to adult services/ specialist area.

Assess, diagnose and implement treatment and discharge management of a specialist adult communication and swallowing caseload, demonstrating clinical expertise, and accessing support from more experienced colleagues in accordance with professional and departmental standards

### **Service Management**

Manage the day to day prioritisation and administration of a specific caseload, adhering to deadlines, and advising team leader on issues of service delivery, including shortfalls and service pressures.

Plan, organise and run daily clinics/ in-patient sessions/ home visits

Provide advice to others regarding the management and care of patients with communication and/or swallowing difficulties

Organise the day to day tasks of Speech & Language Therapy Assistant(s) and volunteers

Prepare programmes of therapy to be implemented by Speech & Language Therapy Assistants/ Healthcare Assistants/Volunteers

Supervise and monitor the implementation of therapy programmes by Speech & Language Therapy Assistants/ Healthcare Assistants/Volunteers

### **Service Improvement**

Attend all relevant staff meetings, offering opinions and ideas.

Undertake activities to improve the quality, effectiveness and safety of own service delivery, including contributing to the development and implementation of policies and protocols for service delivery.

### **Communications**

To contribute to clinical teams both multi-disciplinary and uni-disciplinary by discussing own and others input around clients needs ensuring a well co-ordinated care plan

Communicate complex information to clients, carers and other professionals regarding diagnosis and future outcomes of therapy. This will at times include poor prognosis

Produce accurate reports regarding patients needs

Make timely onward referrals to other professions/agencies, ensuring comprehensive management of patients

Negotiate with patients/carers and others around individual case management

Actively support patients/clients/carers/colleagues in the planning, delivery and evaluation of services, ensuring effective clinical outcomes and holistic patient centred care

Provide advice to consultants, other professionals including MDT and case conferences

Demonstrate empathy with clients, carers their families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist

Develop skills in motivating patients/carers to engage in the therapeutic process

Develop negotiation skills in the management of conflict across a range of situations

Deal with initial complaints sensitively, avoiding escalation and referring on to senior colleagues as required.

Form productive relationships with others who may be under stress and/or have challenging communication difficulties to support the exchange of information, the targeting of advice and provision of specific strategies.

Employ excellent communication skills across all aspects of work

### **Finance and Resources**

Observe personal duty of care, including security, care and maintenance of equipment and resources, ensuring standards of infection control, health and safety and financial standing instructions are maintained. This includes equipment loaned to patients.

Monitor and maintain adequate stock of equipment and resources in own service area.

Identify the need for new items of equipment and resources in line with clinical/service developments.

### **Personal and People Development and People Management**

Be actively involved in the training and mentoring of Speech and Language Therapy Assistants/ Healthcare support workers/volunteers/nursing and other professional staff

Provide appropriate support to others to improve their knowledge and understanding and share own knowledge, skills and experience with others during induction and training sessions for staff.

Identify personal/professional development evidenced by Personal Development Plan/ Professional Portfolio developed within an appraisal framework

Develop and monitor clinical expertise through reflective practice and seeking the knowledge and specialist expertise of colleagues

Demonstrate knowledge of Speech and Language Therapy with an adult client group, underpinned by current evidence based practice

Keep up to date with current treatments and trends through reading, active learning and by attending relevant courses in line with registration for HPC and RCSLT

Participate in annual appraisal system

Participate in Health Promotion activities and contributes towards increasing public awareness of speech and language therapy and communication and/or swallowing difficulties.

### **Information Processing**

Comply with standards and policies in relation to data management and confidentiality.

Undertake to provide accurate statistical information and participate in information gathering activities as required

### **Health, Safety and Security**

Act within legislation, policies and procedures relating to information governance.

Attend statutory/mandatory training.

### **Quality**

Participate in Research/Clinical Governance/audit projects within nominated clinical area

Participate in departmental research and clinical governance/audit projects

Collect and provide research data as required

Keep concise accurate contemporaneous clinical records in line with Health Board Policy and RCSLT standards

Demonstrate knowledge of and adhere to RCSLT Professional and Clinical and National and Local Clinical Guidelines

Support others effectively during times of change and work with others to overcome problems and tensions as they arise and ensure that own work load is managed effectively.

### **Equality and Diversity**

Ensure that equality and diversity issues are recognised and addressed in accordance with legislation, policies and procedures.

Adapt practice to meet individual patient's circumstances, including due care for cultural and linguistic differences.

### **Effort and Environmental**

This post involves a high degree of mental and emotional effort, relating to working with

patients with complex communication and/or swallowing disorders as a consequence of acquired communication and/or swallowing difficulties, their families and the wider multidisciplinary/multi-agency team.

SLT is likely to be exposed to bodily fluids including phlegm, sputum and blood and will need to work within IPC guidelines

**General**

Other tasks and duties may be determined by appropriate line manager as the role develops

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and Knowledge</b>	<p>Degree in Speech &amp; Language Therapy or equivalent</p> <p>Registered with Health Professional Council</p> <p>Registered member of the Royal College of Speech and Language Therapists.</p>	<p>Relevant post graduate courses</p> <p>Active membership of relevant SIG</p>	<p>Application form</p> <p>Certificates</p> <p>Interview</p>
<b>Experience</b>	<p>Undergraduate experience with a range of acquired disorders relevant to the post, which may include dysphagia, asphasia, voice, head and neck cancer, and degenerative neurological disorders.</p> <p>Experience of working with the MDT, families and carers</p> <p>Experience of working with support workers and/or volunteers</p>	<p>Postgraduate experience with a range of acquired disorders relevant to the post, which may include dysphagia, asphasia, voice, head and neck cancer, and degenerative neurological disorders</p> <p>Experience of working with groups of adults</p> <p>Experience as a speech and language therapist working in an adult service</p>	<p>Application form, interview, references</p>
<b>Aptitude and Abilities</b>	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> <li>• Dignity, Respect and Fairness</li> <li>• Integrity, Openness and Honesty</li> <li>• Caring, Kindness and Compassion</li> </ul> <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> <li>• Working together to be the best we can be</li> <li>• Striving to develop</li> </ul>	<p>Ability to provide specialist training to a range of audiences</p> <p>Ability to advise clearly on management of a range of clinical issues</p>	<p>Interview</p> <p>References</p>

	<p>and deliver excellent services</p> <ul style="list-style-type: none"> <li>• Putting people at the heart of everything we do</li> </ul> <p>Ability to communicate complex information to other professionals, family members, carers and clients</p> <p>Proven team working skills</p> <p>Manages own time effectively and has an ability to prioritise tasks</p> <p>Good presentation skills</p>		
<b>Other</b>	Ability to travel between sites in a timely manner		
<b>Language Skills</b>		<p>Welsh Speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	

### **Level 1 Welsh**

*(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)*

**Listening/Speaking:** Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

**Reading/Understanding:** Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

**Writing:** Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc

## **GENERIC STATEMENTS**

### **REGISTERED HEALTH PROFESSIONAL**

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

### **COMPETENCE**

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

### **TEAM BRIEF**

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

### **RISK MANAGEMENT/HEALTH & SAFETY**

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

### **HARRASSMENT & BULLYING**

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

### **RECORDS MANAGEMENT**

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

### **FLEXIBILITY STATEMENT**

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.



## **CONFIDENTIALITY**

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. 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.

## **EQUAL OPPORTUNITIES**

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

## **OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

## **ENVIRONMENTAL**

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

## **SMOKE FREE POLICY**

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients\*, visitors and the public.

**\*Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

## **SAFEGUARDING ADULTS AND CHILDREN**

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.

- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

### **INFECTION CONTROL**

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard 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; and best practice guidance in order to maintain high standards of Infection Prevention & control.

### **GENERAL**

The postholder needs to ensure they are familiar with their terms and conditions of service.