



Hampshire Hospitals
NHS Foundation Trust

Application & Recruitment Pack



**LIFE CHANGING
CHANGING LIVES**

hampshirehospitalscareers.co.uk

Welcome from *Chief Executive Officer* Alex Whitfield



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

We expect the post holder to uphold the trust's CARE values:

COMPASSION caring about our patients and our staff

ACCOUNTABLE and responsible, always improving

RESPECT for all colleagues, patients and their families

ENCOURAGING and challenging each other to always do our best

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink that reads 'Alex'.

Alex Whitfield, chief executive

Job Description

Job Title	Band 6 Speech & Language Therapist
Department	Speech & Language Therapy
Division	Family and Clinical Support Services
Salary Band	Band 6
Accountable To	Managerially accountable to Adult SLT Service Manager Professionally accountable to SLT Professional Lead Adult lead for Inpatients
JOB SUMMARY	
<p>Acute adult inpatient Speech and Language Therapist based at the Basingstoke and North Hampshire Hospital.</p> <p>The predominant caseload will include patients with Eating, Drinking and Swallowing (EDS) difficulties and those with acquired communication difficulties.</p> <p>There will be close team working within the BNH acute team and cross-site working with Royal Hampshire County Hospital acute team and community-based colleagues for equity of service and seamless transfer of care.</p> <p>Cross site cover may be required at times. Please note we provide a service for the acute wards on bank holidays.</p>	
KEY RESULT AREAS/RESPONSIBILITIES	
<ul style="list-style-type: none"> To provide a specialist inpatient Speech & Language Therapy Service to adults with acquired communication and eating, drinking and swallowing (EDS) disorders. To work as an autonomous practitioner, in partnership with patients, carers and other healthcare professionals in order to deliver integrated specialised packages of care to adults with acquired communication and EDS difficulties. To supervise and train Speech and Language Therapy students, other healthcare professionals and staff from other agencies, who work with adults with acquired communication and EDS difficulties. 	

- To provide general support and mentorship to less experienced Speech and Language Therapy colleagues working within the adult service.

CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS

- To be professionally and legally responsible and accountable as an autonomous practitioner for all aspects of your own work, including the independent management of a wide-ranging caseload.
- To ensure a high standard of clinical care for the patients under your management, adhering to agreed departmental standards, national protocols/policies and the HCPC Code of Conduct.
- To use specialist clinical knowledge and experience to undertake the comprehensive assessment and differential diagnosis of adults with wide-ranging speech, language and communication and/or EDS difficulties, requiring the ability to make sound, and at times, complex clinical decisions.
- To formulate, evaluate and review individual specialised speech and language therapy management and treatment plans, using clinical reasoning skills, knowledge of diagnosis and a wide range of treatment skills appropriate to the adult population, working at all times in partnership with the patient and their carers and the healthcare team.
- To use highly developed auditory, perceptual and analytical skills required for the assessment and management of adults with speech, language and communication impairments.
- To ensure that all patients are enabled to communicate to the best of their ability. This may include the introduction and successful use of alternative and augmentative systems of communication.
- To effectively manage a caseload of patients, including responding to urgent requests/referrals, prioritising clinical work, and balancing other patient related and professional activities in accordance with service standards and patient needs.
- To maintain accurate and comprehensive case notes and records which would stand up to legal scrutiny.

COMMUNICATION

- To contribute to the wider clinical management of patient care, by providing timely and accurate written and verbal communication.
- To work closely with patients, carers and families, so that they are engaged in the goal-setting and management plans regarding their care.
- To demonstrate the ability to communicate complex and sensitive information in an understandable form to patients, their families and carers, and other healthcare staff. This may include imparting unwelcome news and supporting patients with unconfirmed diagnoses.

- To refer onto other professional colleagues for more specialist assessment e.g. dietitians, consultant ENT surgeon etc.
- To enable other healthcare professionals to provide their care to the patient, particularly where the patient may have communication difficulties.
- To ensure that all those involved in a patient's care are kept fully informed of the service provided and the progress made through the provision of regular and timely reviews.
- To communicate effectively and work collaboratively with healthcare colleagues to ensure delivery of a co-ordinated multi-disciplinary service. This may include attending family meetings.
- To demonstrate empathy when dealing with potentially stressful, upsetting or emotional situations involving with grieving and distressed families.
- To demonstrate skills in motivating clients and/or carers to engage in the therapeutic process.
- To demonstrate negotiation skills in the management of conflict across a range of situations.
- To deal with informal complaints sensitively, avoiding escalation where possible.
- To form productive relationships with others who may be under stress and/or have challenging communication difficulties
- To demonstrate a high standard of written communication ability in clinical noting, report-writing and the provision of information to patient and carers.

PLANNING AND ORGANISATION

- To manage a complex caseload independently.
- To monitor and evaluate own specialist service delivery and provide progress reports.
- To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate.
- To work within defined department and national protocols/policies and professional code of conduct.
- To work within infection control and health and safety guidelines, especially when working with patients with EDS difficulties. This will involve adhering to local Trust and national guidelines in relation to PPE.

- To be able to work in a variety of environments when required, including hospital wards and nursing homes and patients' own homes, which will involve making sound clinical judgements when the necessity for on-site risk assessment and compliance with lone working guidelines exists.
- To maintain up to date and accurate case notes in line with RCSLT professional standards and local Trust policies.
- To ensure adherence to Information Governance when sharing information.
- To provide accurate and timely activity data and statistics as required.
- To produce presentations using Microsoft Office Powerpoint.
- To demonstrate a sound understanding of clinical governance and clinical risk and to demonstrate the use of evidence-based treatment plans.
- To ensure patient safety at all times during swallowing assessments, through thorough history taking and assessment, prior to introducing oral intake.
- To ensure that the local and national clinical and professional standards of service are maintained at all times, reporting to the line-manager or SLT service manager with any concerns.

BUDGETARY AND RESOURCE MANAGEMENT

- To monitor stock levels in own service area and request new equipment as appropriate.
- To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to clients.

STAFF MANAGEMENT

- To advise line manager on issues of service delivery including shortfall, service pressures etc., as relevant to their operational responsibilities.

- To identify and advise healthcare professionals on staff training and development needs, to ensure that all staff are competent to support speech and language therapy treatment plans, understand the importance of communication in its widest context and are able to contribute to the safe multi-disciplinary management of patients with EDS difficulties.
- To generally support and act as mentor to less experienced SLT colleagues.
- To contribute to the identification of training needs for the Adult Speech and Language Therapy team.
- To maintain own clinical professional development, by keeping abreast of new trends and developments, incorporating them into working practice where possible to ensure the continued development of professional competence/performance, and maintenance of HCPC and RCSLT registration. To be pro-active in seeking learning opportunities both internally and externally to maintain and update specialist knowledge and skills.
- To participate in the Trust appraisal scheme, evaluating personal and service performance and agreeing on objectives which are in line with service and organisational goals.

TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES

- To deliver core and specialist training on a range of subjects relating to acquired speech, language and communication and/or swallowing disorders to other agencies, the voluntary sector and healthcare colleagues
- To provide clinical supervision and training to speech and language therapy students on placement, supporting the Universities in determining fitness to practice.
- To use specialist clinical knowledge and expertise to contribute to the development of service policy and provision, relating to the field of speech and language therapy for adults with acquired disorders.
- To work with colleagues and other healthcare professionals in the development of service protocols and care pathways with use of Quality Improvement (Qi) approaches.

TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:

- **Compassionate, caring about our patients.**

- Accountable and responsible, always looking to improve.
- Respectful for all and show integrity in everything.
- Encouraging and challenging each other to always do our best.

ADDITIONAL INFORMATION

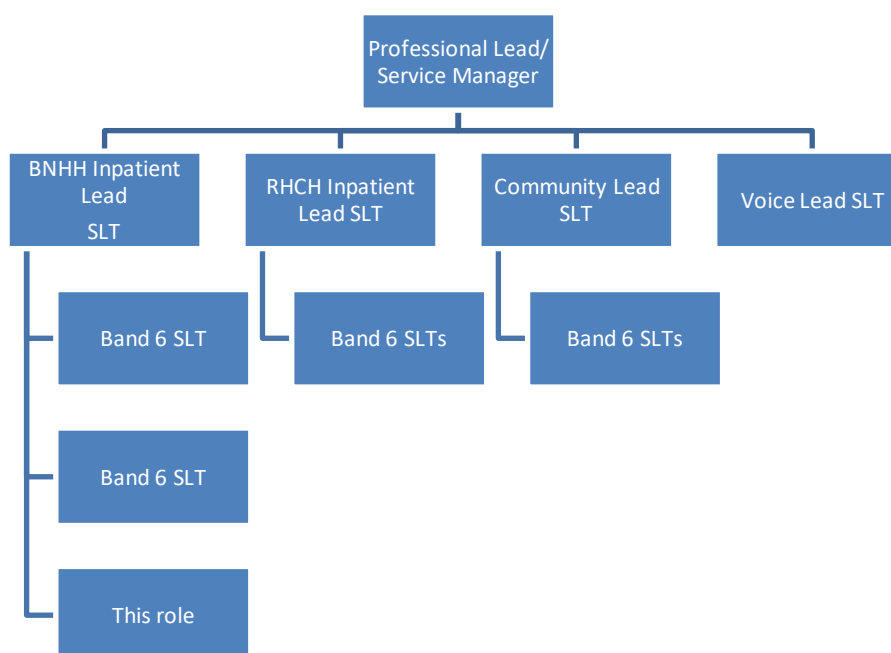
This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description, but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

ORGANISATION STRUCTURE



Person Specification

Job Title: Band 6 Speech & Language Therapist	
Training & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Recognised Speech & Language Therapy degree level qualification or equivalent Registered member of the Health Care Professions Council Registered Member of the Royal College of Speech & Language Therapists 	<ul style="list-style-type: none"> Evidence of attendance of relevant specialist short courses and maintenance of CPD within the field of adult acquired communication
Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Ability to assess and manage cases of swallowing disorder with minimal support Experience of working with a range of adult speech and language therapy-related disorders 	<ul style="list-style-type: none"> Experience of clinical supervision of students and others Experience of delivering training to others Experience of service delivery in a wider range of clinical settings
Skills & Ability	
Essential	Desirable
<ul style="list-style-type: none"> Excellent interpersonal skills – including observation, listening and empathy skills Highly developed non-verbal communication skills Highly developed analytical and interpretive skills Highly developed auditory and perceptual skills Ability to transcribe speech phonetically Ability to maintain intense concentration for 	<ul style="list-style-type: none"> Understanding of national and local strategies, policies and procedures across Health and Social Care and their local implementation or application

<p>prolonged periods, simultaneously analysing auditory, visual and kinaesthetic aspects of a patient's communication as required on a daily basis, as an integral part of assessment and treatment</p> <ul style="list-style-type: none"> • Ability to reflect on practice both individually and with peers/mentors • Excellent presentation skills, both written and verbal • Prioritisation skills • Highly literate and numerate • Competent in use of IT, including Microsoft packages • Good time management skills 	
Other Specific Requirements	
Essential	Desirable
<ul style="list-style-type: none"> • To be flexible to the demands of the workload including unpredictable work patterns, deadlines and frequent interruptions 	

Postholder's signature: Date:

Manager's signature: Date:

Appendix A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Safeguarding

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

MCA

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day to day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

Training & Personal Development – Continuous Professional Development

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

Climate Action and Sustainability

- **Green Plan:** Ensure that the role and working practices contribute to the implementation of the Trust's Green Plan.
- **Carbon emissions:** Use the most sustainable and lowest carbon ways of working.
- **Sustainability:** Wherever possible reduce waste and maximize recycling. Phase out single use plastic items and switch to re-usable ones, where appropriate.
- **Procurement:** Where goods and services are procured, that the most sustainable items with the lowest carbon impact are selected.
- **Digital:** Maximize the use of digital solutions and reduce use of paper, where possible.
- **Care Pathways:** Streamline care pathways and reduce patient travel, where clinically appropriate.
- **Adaptation:** Identify ways to mitigate the risks of climate change and take steps to adapt, where needed (e.g. to stop buildings from overheating.)