



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



Alex Whitfield, chief executive

Job Description

Job Title	ADULT SPEECH & LANGUAGE THERAPIST
Department	Adult Speech and Language Therapy Service
Division	Family and Clinical Support Services
Salary Band	Band 5
Accountable To	Adult Speech and Language Therapy Service Manager
JOB SUMMARY	
<ul style="list-style-type: none"> • Speech and Language Therapist based at the Basingstoke and North Hampshire Hospital. • Provision of a clinical service to acute hospital inpatients and the community. Patients may be seen in the outpatient clinic at BNH, or receive telephone or telehealth contact. Home visits may also be offered. The caseload would include voice, communication and Eating Drinking and Swallowing (EDS) difficulties, as the appropriate competencies are gained. • There will be close team working within the BNH and Royal Hampshire County hospital services • Cross-site cover may be required at times. Please note we provide bank holiday cover for the acute wards. 	

KEY RESULT AREAS/RESPONSIBILITIES
<ul style="list-style-type: none"> • To provide a Speech & Language Therapy Service to a wide range of adults with acquired communication and eating and 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 packages of care to adults with acquired communication and EDS difficulties • To assist in the planning and organisation of support or therapy groups as required by the service • To supervise and train Speech and Language Therapy students and other health care professionals who work with adults with acquired communication and EDS disorders • 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
<ul style="list-style-type: none"> • 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 clinical knowledge and experience to undertake the comprehensive assessment and differential diagnosis of adults with a wide range of 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 and knowledge of diagnosis. To apply a wide range of treatment skills appropriate to the adult population, working at all times in partnership with the patient, their carers and the wider healthcare team
- To demonstrate 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 functionally to the best of their ability, which may include the introduction and successful use of alternative and augmentative systems of communication
- To effectively manage own 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 records, following departmental standards, which would stand up to legal scrutiny.

COMMUNICATION

- To contribute to wider clinical management of patient care, by providing timely 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 accessible 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 on to other professional colleagues for more specialist assessment e.g. dieticians, consultant ENT surgeon etc
- To enable other healthcare professionals to provide their care care to the patient, particularly whether patient may have communication difficulties.

- 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 judgement when the necessity for on-site risk assessment and compliance with alone working guidelines exists
- To maintain up-to-date accurate case notes in line with our 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 Powerpoint
- To demonstrate a sound understanding 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 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 stopped 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 relevant to their operation responsibilities
- 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 proactive 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.
- To participate in clinical supervision and line management discussions regularly to ensure best treatment and equity of service for the caseload.

TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES

- To delivered core training on a range of subjects relating to acquired communication and/or EDS difficulties to healthcare colleagues and other agencies
- To support clinical supervision and training to Speech and Language Therapy students on placement
- To use clinical knowledge and expertise to contribute to the development of service policy in 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 by using 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

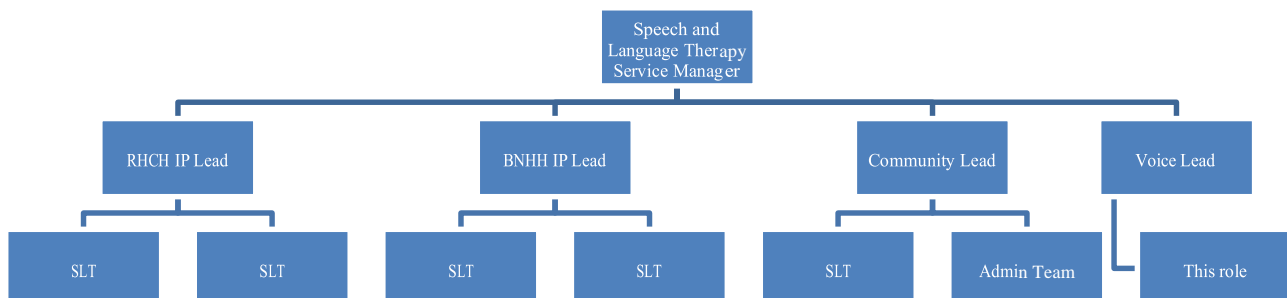
This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description, but which are commensurate with 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 5 Speech and Language Therapist	
Training & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Recognised Speech and Language Therapy degree level qualification or equivalent Registered member of the Health Professions Council Registered Member of Royal College of Speech & Language Therapists 	
Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Experience of assessment and management of non-complex cases of eating and drinking and swallowing (EDS) disorders with support Experience of working with adults with a range of non complex acquired communication disorders 	<ul style="list-style-type: none"> Experience of assessment and treatment of voice disorders Experience of working in an acute hospital setting
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 	<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
<ul style="list-style-type: none"> • Ability to maintain intense concentration for 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 • 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• Able to work at multiple hospital sites• Available to take part in bank holiday and weekend working rotas are required by the service• Car driver with access to own vehicle	
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Post holder'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.)

