



SWANSEA BAY UNIVERSITY HEALTH BOARD

JOB DESCRIPTION

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| Job Title | Specialist Speech & Language Therapist (SaLT) |
| Pay Band | 6 |
| Hours of Work and Nature of Contract | To be completed on recruitment |
| Division/Directorate | Primary Community and Therapies Service Group |
| Department | Speech and Language Therapy |
| Base | To be completed on recruitment |
| ORGANISATIONAL ARRANGEMENTS: | |
| Managerially Accountable to: | Clinical Lead |
| Reports to: | Highly Specialist Speech and Language Therapist |
| Professionally Responsible to: | Head of Service |
| Our Values In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of "caring for each other", "working together" and "always improving". | |

Job Summary/Job Purpose:

The post holder will be responsible for the organisation and planning of their own specialist caseload. This will utilise policy and professional knowledge to prioritise patients assess and plan their management; evaluating patient needs in relation to planning and scheduling aligned to the demands on the service in consultation with a Senior Therapist. In the course of their duties they will;

- Undertake departmental research and demonstrate evidence-based practice; ensuring that own practice complies with current clinical effectiveness standards and treatment models.
- Act as a Specialist independent practitioner in the systematic autonomous provision of Speech and Language Therapy services for individuals with speech, language and communication needs and eating, drinking and swallowing needs.
- Be responsible for the assessment, differential diagnosis, treatment and discharge of own caseload within scope of practice; identifying and managing risk within own caseload.
- Contribute specialist professional expertise to the multi-disciplinary team in health and education; managing individuals with speech, language and communication needs, ensuring that information is understood by all.
- As required participate in 7 day working to meet the needs of the service and provide constant patient care
- Deliver formal and informal training to relevant staff, carers and other professionals as appropriate or requested by line manager.
- Provide relevant work based learning for Speech and Language Therapy Assistants and less experienced staff.
- Maintain all associated records related to the management of own caseload; ensuring compliance with local and professional standards.
- Provide clinical support and supervision to peers and less experienced Therapists and student placements as appropriate in discussion with the Team Leader.

DUTIES/RESPONSIBILITIES:

Communication

To communicate complex and at times highly condition-related information in written and verbal report form on individual cases to clients, carers and multi-disciplinary team members, in a timely and effective manner.

Planning and Design

The post holder will be responsible for the organisation and planning of their own

specialist caseload. This will utilise policy and professional knowledge to prioritise patients assess and plan their management; evaluating patient needs in relation to planning and scheduling aligned to the demands on the service in consultation with a Senior Therapist.

Responsible for the organisation and planning of own specialist caseload ensuring timely and effective management.

Utilise departmental policy and professional knowledge in order to prioritise patients referred to the service and make plans for caseload management balancing the clinical needs of all individuals referred in consultation with Team Leader.

Ensure that accurate and contemporaneous Speech and Language Therapy records are maintained for individuals referred to the service, in line with professional standards set locally and as defined by Royal College of Speech and Language Therapists.

Ensure that onward referrals are undertaken in a timely and appropriate manner.

Attend all relevant professional, team and departmental meetings, to receive, impart and share information relevant to maintaining consistent professional standards, ensuring own contribution to positive service development and commenting on proposals.

Contribute to the development of the multi-disciplinary team, department and service through discussion of relevant issues, policies, procedures etc., making recommendations with regard to own clinical area and taking responsibility for the implementation of policies / service changes relevant to own specialist caseload development.

Establish, maintain and review minimum standards of care for individuals on own caseload, evaluating patient needs in relation to demands on the service in consultation with Team Leader.

Continually monitor and evaluate own specialist role and the appropriateness of clinical input, providing verbal and written feedback to senior colleagues as required and contributing to service specifications and service development.

Follow all departmental administrative procedures and provide accurate statistical information to the Head of Department or appropriate designates as instructed, assisting in analysis as requested.

Take responsibility for the care and maintenance of equipment, ensuring standards of infection control and safety are maintained including loaned equipment.

Take responsibility for monitoring stock levels and ordering specialist equipment and resources as required.

Improvement and Monitoring

Comply with and instigate audits to improve standards of care for individuals and

to provide written reports of outcomes and recommendations as requested.

Take part in and learn from relevant research and use this knowledge to improve clinical practice.

Contribute this knowledge to development of evidence-based clinical practice within the department and multi-disciplinary team to ensure that best practice methods and evidence-based therapeutic interventions in relation to own specialist area are integrated into patient care.

Constantly measure therapy outcomes and evaluate efficacy using formal review assessments, individual perceptual rating scales, own professional judgment and all agreed departmental protocols, to both maintain and improve quality of care.

Clinical

Be fully accountable for own professional actions and to work within scope of practice and a clinical frame-work without direct supervision.

Provide autonomous specialist assessment and diagnostic services to the individuals referred with a wide range of complex needs and eating, drinking and swallowing needs, using professional expertise, knowledge and highly developed auditory, perceptual and empathic skills in order to obtain the most accurate and holistic assessment profile of individuals on own caseload.

Use specialist knowledge and experience, under-pinned by evidence-based practice, to define a differential diagnosis based on the evidence from a range of formal and informal assessment tools.

Make specialist clinical decisions following the assessment of complex cases and identify factors which may influence the individual's communication development including vision, hearing, medication and socio-economic and cultural factors, in order to structure clear care plans based on best practice.

Have a specialist knowledge of a range of therapeutic techniques in order to develop complex and specialised programmes of care, adapted to the specific individual child and family needs, in order to provide appropriate remediation services to each individual on own specialist caseload.

Have specialist knowledge of a full range of intervention strategies, information sources and support groups appropriate to the client group, to empower the client/family/carers to make informed choices and plan for the future.

Work closely with families and specialist staff from Health and Education to set agreed, realistic long term objectives and functional goals for each individual patient, monitoring and assessing progress. Within this process demonstrating excellent inter-personal skills, established negotiation skills and the ability to manage conflict.

Provide advice, modelling, training and support to professional colleagues/parents/carers developing their active and purposeful involvement with the individual, and enabling them to carry out specific therapeutic activities/interventions where appropriate, in order to facilitate the individual's

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speech and language development and maximise communication potential.

Responsible for identification and the onward referral to the wider multi-professional team for additional specialist assessment and input and incorporating these results into the management of the patient.

Ensure that the emotional and physical demands of working with patients who are experiencing or presenting with distressing symptoms is managed in an effective, and professional manner, so that each patient receives sympathetic management and the best possible individual care regardless of overall caseload demands.

Disclose results of differential diagnosis and provide / share complex and often distressing information regarding communication and therapeutic options to individuals, their families, and other professionals in a sensitive manner, appropriate to the level of knowledge in order to overcome any barriers to understanding.

Ensure regular attendance at all relevant client focused service planning meetings and case conferences across disciplines and agencies where appropriate to contribute professional expertise and ensure maximum input into the holistic care of each patient and family within own caseload.

Accurately and objectively inform the multi-disciplinary team decision-making process regarding diagnosis and/ or treatment and to substantiate information and argue the case should difference of opinion arise.

Contribute to the development of policies and procedures with peers and as part of the multi-disciplinary team within own clinical area.

Utilise clinically focused training and therapy programmes with relatives/parents/carers and other professionals in order to enhance communicative ability of individuals on the caseload and improve clinical outcomes.

Finance and Budget

Take responsibility for the care and maintenance of equipment, ensuring standards of infection control and safety are maintained including loaned equipment.

Take responsibility for monitoring stock levels and ordering specialist equipment and resources as required.

Management, Leadership and Training

Assist the Deputy Head of Service in the induction of new staff to the Speech and Language Therapy department and be responsible for any necessary induction in relation to own specialist area.

Provide and contribute to specialist training for relatives/parents/carers in topics related to own service area and wider Speech and Language Therapy agenda.

Participate in the annual careers day for prospective applicants to Speech and Language Therapy courses.

Participate in appropriately focused health promotion activities and contribute towards increasing public awareness of communication disorders and other relevant and related difficulties.

Contribute specialist knowledge and experience in the development of resources, handouts and training packages as required.

Disseminate information from Clinical Excellence Networks, Courses and Journals to the Speech and Language Therapy team and to other professional colleagues as appropriate.

Assist Team Leaders in conducting individual annual performance reviews of other staff as requested.

Contribute to the identification of the training needs of service users.

Contribute to the maintenance of a central library of resources/activities for specialist caseload, that can be accessed by other Speech and Language Therapists and Assistants.

Assist in the organisation and delivery of training for departmental Speech & Language Therapy Assistants as required, liaising closely with appropriate line managers and clinical supervisors.

Undertake work based learning and supervision of a Speech & Language Therapy Assistant in the delivery of own specialist services.

Provide placements for student Speech & Language Therapists.

Provide feedback to Team Leaders/Head of Department, regarding student therapists who are on / will be embarking on a student placement and providing regular feedback and reports as requested.

Act as an information resource on language/communication and other related difficulties/disorders to relatives / parents / carers and all professional colleagues within the Health Board and partner agencies.

Digital and Information

Work within an open referral system, receiving self-referrals and referrals from parents, carers and professionals, and providing reports back to referring agents and other professionals concerned with any individuals on the caseload in line with Royal College of Speech and Language Therapists guidelines.

Continuing Professional Development And Governance

Participate in an annual performance review, including setting objectives, review performance, analysing training needs and having a Personal Development Plan.

Complete relevant training and CPD requirements as required for registration by Royal College of Speech Language Therapists and Health and Care Professions Council.

Be a member of a relevant Clinical Excellence Networks (CEN's) to share and

acquire appropriate clinical knowledge and learn from other colleagues in a professional network.

Adhere to quality standards set by RCSLT and to be a registered member of HCPC.

Understand and adhere to all relevant Health Board Policies and Procedures.

Attend mandatory training courses as required by the Health Board.

Be responsible for advising Line Manager and Head of Department when re-training and/or refresher courses are needed in order to maintain personal and professional competence and compliance with Health Board/ departmental requirements and to minimise risk by acting in a clinically and professionally safe and responsible way.

Attend and take an active part in all relevant team meetings to contribute to team development.

Attend and take an active role in relevant clinical supervision in order to ensure quality, governance and professional development.

Work within own scope of practice; recognising limitations and seeking appropriate advice to ensure compliance with standards set out by RCSLT and HCPC.

Seek support and practical help in order to ensure that the emotional and physical demands of working with patients who experience or present with distressing symptoms is managed in an effective, and professional manner.

Participate in the development of clinical standards, maintain these to a high level, identifying risk factors and be responsible for risk management within own caseload.

Constantly measure therapy outcomes and evaluate efficacy using both formal review assessments, individual perceptual rating scales, own professional judgment and all agreed departmental protocols in order to both maintain and improve quality of care.

Follow Health Board and Departments policies and procedures in managing compliments, complaints and incidents.

Where appropriate and in discussion with the Head of Speech and Language Therapy, the post holder may request/require additional skills and expertise, likely to lead to professional development and advancement where these are deemed advantageous of the service. Such skills and expertise, once acquired will not form the basis of new duties requiring a review of grading unless this has been specified in writing, after an agreed period of experience.

| PERSON SPECIFICATION | | | |
|--|--|---|--|
| ATTRIBUTES | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
| Qualifications and/or Knowledge | <p>Recognised Speech and Language Therapy Degree or equivalent</p> <p>Registered member of Health and Care Professions Council</p> <p>Registered member of Royal College of Speech and Language Therapists</p> <p>Completion of postgraduate specialist courses e.g. Dysphagia etc.</p> <p>Specialist knowledge underpinned by current evidence-based practice</p> | <p>Relevant postgraduate courses</p> <p>Membership of CEN</p> | Application form and pre employment checks |
| Experience | <p>Assessment and management of individuals with severe and complex disabilities</p> <p>Experience of supervising Speech and Language Therapy students up to final year</p> <p>Support and mentor less experienced Speech and Language Therapists within area of clinical responsibility</p> <p>Supervision of Assistants within area of clinical responsibility</p> <p>Use and interpretation of assessments for specialist caseload</p> <p>Experience and implementation of a range of specialist treatment options for individuals and groups</p> <p>Ability to manage specialist caseload without direct supervision</p> <p>Independently plan and prioritise own caseload</p> | | Application form and interview |

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| ATTRIBUTES | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|-------------------------------|--|------------------------|----------------------|
| | <p>Experience and knowledge of use of alternative and augmentative communication</p> <p>Good formal presentation skills</p> <p>Training / teaching of Speech and Language Therapists, other professionals, medical staff and Assistants</p> <p>Planning and delivery of clinical audit</p> | | |
| Aptitude and Abilities | <p>Good verbal and written skills to share complex and sensitive information e.g. providing reports/presentations/training materials</p> <p>Ability to use Microsoft packages including virtual platforms, spreadsheets etc</p> <p>Able to autonomously as an active member of MDT negotiating case management</p> <p>Implementing local and national service policies and procedures</p> <p>Ability to manage conflict and resolve timely using enhanced communication skills</p> <p>Demonstrates understanding of wider public service policies e.g. Safeguarding, Health & Safety, Equality and Diversity etc.</p> <p>Implementation of clinical governance/audits/research within own specialism</p> <p>Experience of monitoring stock levels in their clinical area</p> <p>Ability to concentrate intensively for prolonged periods of time</p> <p>Ability to undertake specialist assessment and management for patients e.g. Dysphagia etc.</p> | Ability to speak Welsh | Interview |

| ATTRIBUTES | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|---------------|---|-----------|---|
| Values | Can demonstrate SBU values | | Application Form Interview References |
| Other | <p>Ability to travel between sites in a timely manner to meet the business needs</p> <p>Ability to work flexible and participate in 7 day rota working to meet the business needs as required</p> | | Application form and interview |

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

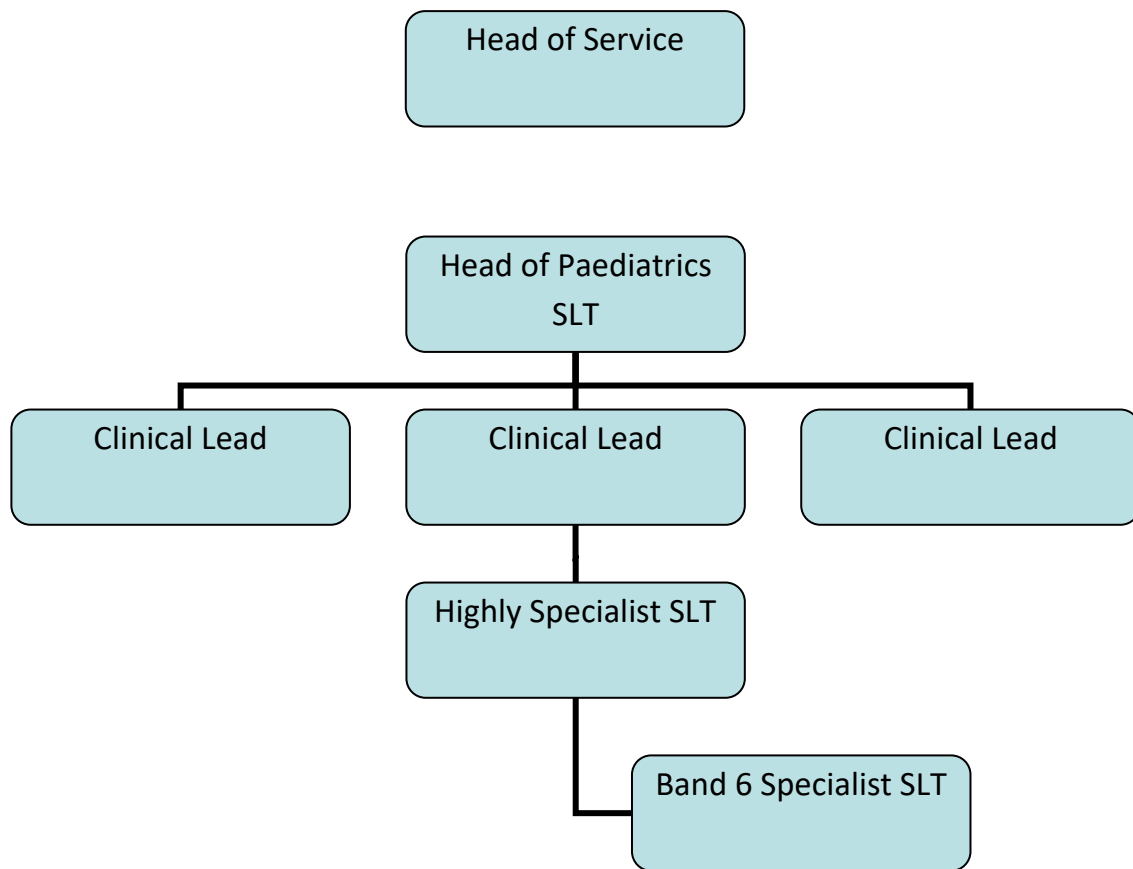
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **General Data Protection Regulation (GDPR):** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Regulation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. **You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate. If the post holder does not require a DBS Disclosure Check, delete as appropriate.**
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding 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/Trust Infection Prevention & Control Policies and

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Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Organisational Chart



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