

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Speech and Language Therapist	
<b>DIVISION:</b>	Hospital Management Unit	
<b>SALARY BAND:</b>	Band 5	
<b>RESPONSIBLE TO:</b>	Director of Therapies	
<b>ACCOUNTABLE TO:</b>	Clinical Leads for HSEP and Neurosciences	
<b>HOURS PER WEEK:</b>	37.5	
<b>LOCATION:</b>	Royal Free Hospital	
<b>MANAGES:</b>	<b>Directly:</b>	NA
	<b>Indirectly:</b>	Students
<b>JOB SUMMARY:</b> <p>This post is a rotational Band 5 Speech and Language Therapist. The post holder will rotate between Health Services for Elderly People (HSEP) and Neurosciences at the Royal Free hospital. The post holder will be responsible for the assessment, diagnosis and treatment of adult inpatients and maintaining associated records. The post holder will participate in teaching in the department and for other professionals. The post involves contributing to research and audit as required within Speech and Language Therapy and the specialist rotation area.</p>		

## MAIN DUTIES AND RESPONSIBILITIES

### Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **Welcome** all of the time
- Confident because we are clearly **communicating**
- **Respected** and cared for
- **Reassured** that they are always in safe hands

### 1. CLINICAL RESPONSIBILITIES

- To provide a Speech and Language Therapy service including assessment, differential diagnosis, treatment and management of speech- language and communication problems for adult inpatients, providing appropriate intervention and evaluating outcomes
- To demonstrate appropriate assessment and management of communication and swallowing impairments in adults underpinned by current evidence based practice and outcome measures
- To demonstrate highly developed auditory and perceptual skills in the assessment, diagnosis and treatment of patients.
- To work collaboratively with the multi-disciplinary team in joint goals and team working
- To develop knowledge and skills in each rotation area, consulting with clinical supervisor as appropriate
- To apply knowledge to inform sound clinical judgements/decision making for case management, developing clear management and rehabilitation plans based on best practice
- To provide advice to others regarding the management and care of patients with communication and/or feeding and swallowing difficulties
- To employ excellent communication skills
- To develop skills in motivating patients and /or carers to engage in the therapeutic process
- To employ informal counselling skills with patient and carers
- To maintain sensitivity at all times to the emotional needs of patients and their carers in particular when imparting potentially distressing information regarding the nature and implications of the patient's difficulties.

Positively **welcoming**   Actively **respectful**   Clearly **communicating**   Visibly **reassuring**

Date of the JD review: 16/06/2021

- To develop the ability to manage adults with challenging behaviours employing appropriate management strategies
- To monitor and review the progress of patients against therapy goals set and agreed, and to modify goals as appropriate
- To adapt practice to meet individual patient circumstances
- To reflect on own clinical practice both individually and with peers identifying strengths and development needs, providing evidence of sound clinical judgements, based on research and evidence based practice
- To develop the ability to reflect on all aspects of patient's communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness
- To advise on the provision and use of alternative/augmentative communication systems
- To be aware of legal requirements relating to the provision of a specialist speech and language therapy service.
- To maintain up to date and accurate medical notes and write reports reflecting specialist knowledge, ensuring that they meet departmental standards and are in line with The Royal Free London NHS Foundation Trust Policy, and RCSLT professional standards
- To manage and prioritise a defined caseload and workload with supervision, advising line manager/clinical supervisor on issues of service delivery including shortfall, service pressures etc
- To contribute to multi-agency assessment procedures, as required
- To develop negotiation skills in the management of conflict across a range of situations recognising potential breakdown and conflict when it occurs and seeking advice and support to resolve
- To develop a working knowledge of relevant procedures including: e.g., Working with Vulnerable Adults, The Mental Capacity Act and other legal frameworks.
- To be accountable for own professional action recognising professional boundaries and working within defined departmental and national protocols/policies and professional code of conduct, seeking advice as appropriate

## **2. RESPONSIBILITY FOR PATIENTS**

- To communicate complex condition related information from assessment to patients, patients, carers, families and members of the multi-disciplinary team/other professions, demonstrating empathy and ensuring that effective communication is achieved, particularly where barriers to understanding exist
- To work closely with patients, carers and families, in order to agree plan of management
- To deal with initial complaints sensitively, avoiding escalation where possible
- To form productive relationships with others who may be under stress and/or have challenging communication difficulties
- To ensure that patients are referred to other services as appropriate
- To negotiate with patients, carers and others around individual case management

## **3. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT**

- To work collaboratively with others to develop projects and therapy packages.
- To advise line manager of areas requiring service review and development
- To manage and prioritise a defined caseload and workload with supervision, advising line manager on issues of service delivery including shortfall, service pressures etc.
- To demonstrate an awareness of current policies and practice in health
- To develop a working knowledge of the principles of Clinical Governance and their application to professional practice. This will include compliance with / adherence to, and implementation of service and team plans and policies, National and Local Guidelines and RCSLT Professional and Clinical guidelines
- To contribute to the Royal Free London NHS Foundation Trust's systems of clinical governance, participating in and developing innovations in areas of risk management, quality standards setting and clinical effectiveness in collaboration with others

#### **4. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES**

- To be responsible for managing own time effectively
- To use develop competence in using and maintaining equipment
- To report any issues regarding waste or inefficiency

#### **5. RESPONSIBILITY FOR LEADING AND MANAGING**

- To informally supervise volunteers, and to provide support as required
- To provide emotional support for students and volunteers when distressing circumstances arise
- To provide advice to non-specialists and other specialists/professionals within clinical field
- To contribute to the induction of new members of the team
- To access appraisal within the Personal Development Plan on a regular basis.

#### **6. RESPONSIBILITY FOR INFORMATION RESOURCES**

- To liaise and share information with health staff as appropriate, observing data protection guidelines

#### **7. RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT**

- To use evidence or research based practice to inform specialist clinical practice
- To participate in departmental research and clinical governance/audit projects
- To collect and provide research data as required

### **GENERAL RESPONSIBILITIES**

#### **Infection Control**

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

### **Health and Safety at Work**

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

### **Confidentiality & Data Protection**

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

### **Conflict of Interest**

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

### **Equality and Diversity**

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally

regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

### **Vulnerable Groups**

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

### **No Smoking**

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

### **Standards of dress**

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder,