

Job Description

Job Title:	Speech and Language Therapist
Band:	5
Base:	The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.
Reports to:	SLT Team Leader
Accountable to:	SLT Service Manager

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<https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/>

Job Summary	To provide assessment, diagnosis and treatment of adults with acquired communication and/or swallowing difficulties. The role will be providing Speech and Language Therapy (SLT) in the acute hospitals as required: Leicester Royal Infirmary, Leicester General Hospital and/or Glenfield Hospital.
DBS Level	Enhanced DBS with Adults Barred List Check

MAIN DUTIES AND RESPONSIBILITIES:

CLINICAL RESPONSIBILITIES

To assess the client's needs (communication and/or swallowing) and develop, implement, monitor and review programme of care to meet these in line with local and national guidelines ensuring evidence-based practice.

- To provide advice/information to others regarding the management of adults with communication and/or swallowing difficulties.
- To advise on the promotion of positive communication environments to meet the needs of clients.
- To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures.
- To produce reports regarding client's needs and summarising proposed care plans and recommendations.
- To adapt practice to meet the individual client's circumstances, including due regard for cultural and linguistic differences.
- To refer on to other services as appropriate.
- To seek a second opinion where appropriate.
- To ensure that clients are involved in the planning of programmes of care whenever possible.
- To contribute to multidisciplinary, multi-agency and uni-disciplinary teams as appropriate by discussing own and others' input around a client's needs, ensuring a well co-ordinated care plan.
- To communicate complex condition related information from assessment/therapy plan to clients, carers, families and members of MDT.
- To work closely with clients, carers and families, agreeing decision making relevant to the needs of the client.
- To demonstrate empathy with clients, carers families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist.
- To use appropriate listening and basic counselling skills with clients and carers.
- To develop skills in motivating clients and/or carers to engage in the therapy process.
- To develop negotiation skills in the management of conflict across a range of situations.

- To deal with initial enquiries/complaints sensitively, avoiding escalation where possible.
- To form positive relationships with others who may be under stress and/or have challenging communication difficulties.
- To employ effective and appropriate communication skills.

Policy / Service Development / Implementation

- To demonstrate understanding of and adherence to service plans, policies and guidelines.
- To comment on proposed service/policy developments as appropriate.

Financial and Physical Resources

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

Human Resources

- To supervise the work of volunteers, assistants and support workers as appropriate.
- To explain the role of SLT to visitors, students and volunteers.
- To participate in observation sessions for prospective and current SLT students.
- To participate in development and delivery of formal and informal training with support from colleagues.

Research and Development

- To participate in service audit / clinical governance and research projects.
- To collect and provide audit / research data as required.

Freedom to Act

- To be accountable for own professional action and recognise own professional boundaries, seeking and responding to advice as appropriate.
- To work within defined local and national protocols / policies and professional code of conduct.
- To work independently and undertake appraisal within the Trust PDR Framework.

Key Result Areas

- To ensure the assessment and management you provide for adults with communication and / or swallowing disorders is evidence based and appropriate.
- To develop skills to work as an independent practitioner within

multidisciplinary teams as appropriate.

- To ensure continued development of professional practice, skills and knowledge.
- To deliver work to specific timescales.
- To manage the emotional demands of clients and carers.

Communication and Working Relationships

- Clients and families / carers
- SLT colleagues, both therapy and administrative staff
- Clinical Service Lead, Line Manager and other managers as appropriate
- Other health workers, e.g. AHP colleagues, Nurses, Doctors (hospital and GPs), hotel services, facilities.
- Social Service colleagues
- Community workers
- Voluntary and private sector groups
- SLT students and other health care students.

Physical Dimensions

- Duties will be carried out predominantly on wards with possibility of some outpatient clinics.
- Speech and Language Therapists should take part in mandatory training as appropriate to role with regard to manual handling.

Effort and Environment

Mental Effort

- The postholder will be required to maintain concentration in all aspects of work for prolonged periods.
- The postholder needs to be flexible to meet the mental demands of the role/environment, including unpredictable work patterns, deadlines and frequent interruptions.

Emotional Effort Required in the Job

- Communication with a wide variety of people, including health and social care professionals, patients, carers, the public.
- Caring for patients with chronic disease and their distressed relatives can require the use of counselling and motivational skills.
- To maintain sensitivity to the emotional needs of others, particularly when imparting potentially distressing information.
- Managing emotional consequences on self when working with clients/families in distressing circumstances.
- Developing an ability to manage people with challenging behaviours.

Working Conditions (Environment)

- The postholder will be exposed occasionally to the working conditions associated with a ward environment such as occasional exposure to unpleasant conditions e.g. smells/odours, bodily fluids.

Additional Information:

The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

MOBILITY:

The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.

POLICIES AND PROCEDURES:

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements.

SAFEGUARDING CHILDREN AND ADULTS:

The Trust takes the issues of Safeguarding Children and Adults and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust's requirements under relevant legislation.

MENTAL CAPACITY ACT:

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

MAKING EVERY CONTACT COUNT:

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

HEALTH AND SAFETY:

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as

part of your job description. All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to interfere with intentionally or recklessly or misuse anything provided in the interest of health and safety or welfare.

These duties apply to all staff whenever and wherever they are engaged on Trust business.

DATA PROTECTION:

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information. The post holder must be familiar with and comply with the Eight Data Protection Principles contained within the Data Protection Act 1998.

Personal Data must be:

- Processed fairly and lawfully.
- Processed for specified purposes.
- Adequate, relevant and not excessive
- Accurate and kept up to date.
- Not kept for longer than necessary.
- Processed in accordance with the rights of data subjects.
- Protected by appropriate security.
- Not transferred outside the EEA without adequate protection.

CONFIDENTIALITY:

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.

Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

With the increased use of information technology and e-communications, staff should also be aware that safeguards are in place to protect the privacy of individuals when using this mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.

All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law
7. The duty to share information can be as important as the duty to protect patient Confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

EQUALITY AND DIVERSITY:

We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to consider the provisions of the Equality Act 2010 to advancing equal opportunity. You must act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.

INFECTION CONTROL:

All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.

COUNTER FRAUD:

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.

SMOKING AT WORK:

The Trust has a "Smoke Free Policy", which applies to:

- All persons present in or on any of the Trust grounds and premises.

- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.

ELECTRONIC ROSTERING:

'Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all UHL staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role'.

Person Specification

Post: Speech and Language Therapist

Criteria	Essential	Desirable	Stage Measured at A – Application I – Interview
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's Values and Behaviours		I
Training & Qualifications	<p>1.1 Recognised Speech and Language Therapy Degree qualifications or equivalent</p> <p>1.2 HCPC registration</p> <p>1.3 Registered member of RCSLT</p>		<p>A</p> <p>A</p> <p>A</p>
Experience	<p>2.1 Relevant clinical experience at undergraduate level</p> <p>2.2 Relevant postgraduate experience</p>		<p>A I</p> <p>A</p>
Knowledge and Skills	<p>3.1 Assessment tools relevant to client group.</p> <p>3.2 Appropriate therapeutic</p>		<p>A</p> <p>A</p>

	<p>intervention relevant to client group.</p> <p>3.3 Awareness of principles of clinical governance/audit.</p> <p>3.4 Organisational/time management skills.</p> <p>3.5 Excellent verbal & written. communication skills.</p> <p>3.6 Analytical & reflection skills</p>	<p>3.7 Completion of Level B RCSLT dysphagia competency programme</p>	<p>A</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A</p>
Personal Attributes	<p>4.1 Positive team working skills.</p> <p>4.2 Ability to work flexibly to meets needs of job.</p> <p>4.3 Caring & empathic</p>		<p>A I</p> <p>A I</p> <p>I</p>
Motivation	<p>5.1 Strong self-motivation.</p> <p>5.2 Ability to motivate others.</p>		<p>I</p> <p>I</p>
Standard Requirements	<p>Commitment to Equality & Valuing Diversity Principles.</p>		<p>I</p>

	<p>Understanding of Confidentiality & Data Protection.</p> <p>Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)</p>		<p>A</p> <p>I</p>
<p>Other requirements specific to the role</p>	<p>Mobility - Own transport or suitable alternative.</p>		<p>A</p>