



## Job Description

<b>Job Title:</b>	Specialist Speech and Language Therapist for Inpatients and Community
<b>Band:</b>	6
<b>Hours:</b>	37.5 hours
<b>Base:</b>	Luton & Dunstable University Hospital, and any other associated Trust establishments across the Bedfordshire Hospitals NHS Foundation Trust.
<b>Reporting to:</b>	Therapy Service Lead Speech & Language Therapy and Nutrition & Dietetics.
<b>Terms and Conditions of Service:</b>	Currently those of Agenda For Change and other local agreements

## OUR VALUES





## JOB SUMMARY

- Be responsible for the delivery of specialist speech and language therapy input to appropriate adults across the general medical wards and community settings including domiciliary visits and care homes. You will identify, assess and diagnose communication/swallowing impairments and formulate evidence based therapy plans for effective treatment.
- Case management and provision of specialist Speech & Language Therapy using models of best practice to assess the client's needs, and provide care planning, therapy, advice and support for the patient.
- Provide support & training to those within the ward and community based teams and the wider SLT team as well as promoting and educating the wider MDT on SLT matters.
- Take a key role in the Videofluoroscopy service upon completion of MBSImP competencies, with support from other MBSImP competent therapists.
- Be responsible for the supervision of Band 5 SLTs, support practitioners, students and volunteers.

## KEY RESPONSIBILITIES

### CLINICAL

- To assess, develop and implement Specialist Speech and Language Therapy treatment of dysphagia and communication difficulties and evaluate outcomes.
- To take a significant role in the Videofluoroscopy clinics at Luton and Dunstable Hospital.
- To be involved in management of patients with tracheostomy tubes in situ under the guidance of senior team members, working alongside a multidisciplinary team.
- To use specialist skills to formulate a diagnosis.
- To use specialist skills to make appropriate discharge decisions in conjunction with the multi-disciplinary team and to organise safe discharges from hospital
- To maintain specialist knowledge of current practice and literature, ensuring decisions are based on the best available evidence.
- To adapt clinical practice to meet individual patients' circumstances, including due regard for cultural and linguistic differences.
- 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.
- To communicate complex condition related information from assessment to clients, carers, families and members of the multi-disciplinary team/other professions.
- To contribute to clinical teams both uni-disciplinary and multidisciplinary by discussing own and others input around clients' needs ensuring a well-coordinated care plan.
- To demonstrate empathy with clients, carers, families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist.
- To demonstrate skills in motivating clients with severe communication needs and /or carers to engage in the therapeutic process and enabling them to contribute to the decision-making process regarding their care plans.
- To form productive relationships with others who may be under stress and/or have challenging communication difficulties or health factors affecting their ability to participate in their therapy care.
- To demonstrate good negotiation skills with carers, clients and other professionals around complex case management.



- To employ counselling skills with clients/ carers with highly complex needs and maintain sensitivity when imparting potentially distressing information regarding the nature of the clients' difficulties and implications of the same.
- To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures.
- To manage and prioritise complex and specialist caseload and workload with some support and use specialist knowledge to inform sound clinical judgement/ decision making.
- To support junior colleagues in clinical decision making when required.
- To provide specialist advice/ second opinions to speech and language therapists and other professionals in area of expertise.

### **Organisational and Managerial**

- Take an active role in caseload management
- Ensuring understanding and adherence to Trust health and safety requirements, including attendance on mandatory training courses.
- Working within infection control and health and safety guidelines and being responsible for the security care and maintenance of equipment, including equipment loaned to clients.
- Participation in the Trust incident reporting and risk management procedures.
- To demonstrate knowledge of, and adhere to RCSLT Professional and Clinical and National and Local Clinical Guidelines.
- To develop a working knowledge of relevant procedures/statutory requirements including: Safeguarding Children, Working with Vulnerable Adults and other legal frameworks
- To participate in the implementation of service/Trust Clinical Governance Plan
- Share responsibility for regular liaison with the contracted catering and domestic support service to ensure high quality provision of supplies related to texture modified diets.

### **Education & Training**

- Develop clinical skills and professional knowledge through experience, training and supervision.
- To provide education and training to members of staff working in care homes, including carers and kitchen staff on matters related to speech, communication and swallowing.
- To take part in the supervision of students as required, acting as lead clinical educator as needed.
- Take part in supervision of the work of other SLT staff, SLT Support Practitioner and volunteers.
- Support the development and delivery of specialist training to others including junior SLT staff as required.
- To support SLT staff to achieve relevant RCSLT competencies related to their role.
- To take a role in implementing SLT training throughout the hospital.
- To explain the role of Speech & Language Therapists to visitors, students, volunteers and other professionals e.g. at Careers Events.

### **Quality and Effectiveness**

- To be aware of, adhere to and implement service and team plans and policies, and be responsible for updating when required
- Maintain up to date and accurate case notes in line with RCSLT Professional Standards and local Trusts policies.
- To share information with others, observing data protection guidelines.
- To participate in departmental research and clinical governance/audit projects.



### **Professional**

- To work independently accessing appraisal within an Individual Performance Framework at pre-determined intervals ensuring that the objectives set reflect the Service and Trust plans.
- To identify personal/professional development evidenced by Personal Development Plan/ Professional Portfolio.
- To attend relevant training (courses, meetings, special interest groups) and development in order to maintain and develop skills and knowledge required of a therapist working in this field.
- To keep up to date with new techniques and developments for the promotion and maintenance of good speech & language therapy practice in adults and maintain up to date HCPC and RCSLT registration.
- To actively participate in reflective clinical supervision as a supervisor and supervisee in order to develop and enhance practice.

### **Communication**

- To provide specialist written and verbal advice to a range of professionals regarding the management and care of clients with severe/ complex communication and/or feeding and swallowing difficulties.
- To attend and report to case conferences/review meetings etc. for patients on the caseload, with support as requested for situations where conflict management/negotiation may be required.
- To present and communicate complex condition-related information in such a manner as to motivate and inform patients, carers, families and members of the multi-disciplinary team/other professions, agreeing decision-making relevant to patient management.
- To attend and participate in professional and other relevant meetings.
- To establish and maintain positive interpersonal relationships with other staff which are characterised by open communication, trust and respect.
- To plan, organise and prioritise own workload, clinical and non-clinical.
- To develop clear care plans based on best practice.
- To provide advice including written reports to others regarding the management and care of patients with communication and swallowing difficulties.
- To contribute to clinical teams both multi-disciplinary and uni-disciplinary by discussing own and others' input around patients' needs, ensuring a well-coordinated care plan.

## **GENERAL:**

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.



## PROBATIONARY PERIOD:

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedfordshire Hospitals is four weeks.

## STANDARDS

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

## INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

## PRIVACY STATEMENT

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with



its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.

The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

## PROMOTING EQUALITY

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

## INFECTION CONTROL:

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

## SMOKE FREE

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to



smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

## DISCLOSURE REQUIREMENTS:

A risk assessment has indicated that a DBS disclosure is both proportionate and relevant to this position. Any person who is conditionally offered this post will be required to undertake a DBS check in this respect.

The Trust guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The Trust ensures that an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position sought could lead to a withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

**Note:** Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.

If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.

## ASSISTANCE WITH TRUST PROCESSES

Any member of staff who is a manager at band 7 and above may be asked to take part in disciplinary and appeals processes in line with the Trust's policy. Appropriate training and support will be provided by the Employee Relations Team.