

## JOB DESCRIPTION

<b>Job Title:</b>	Speech and Language Therapist
<b>Base:</b>	Aylesbury
<b>Agenda for Change banding:</b>	5
<b>Hours of Work:</b>	37.5
<b>Details of Special Conditions:</b>	Permanent (flexible working considered)
<b>Managerial Accountability &amp; Professional Accountability</b>	Team Lead

### MAIN PURPOSE OF THE POST

To manage a defined caseload and work with an appropriate degree of autonomy and independence, with regular support/supervision, with children with impaired speech, language or communication development across a number of school-age settings.

- To be the designated therapist for a caseload of children
- To identify, assess and diagnose communication impairments, and select appropriate patients and type of therapy for effective treatment.
- To develop clinical skills and professional knowledge through experience, training and supervision.
- To take part in the supervision of students with support.
- To take part in supervision of the work of SLT Assistants and volunteers when required.
- To take part in the development and delivery of training to others.
- Provide necessary cover for the caseloads of other SLTs within the Trust during periods of annual leave/sick leave

### RESPONSIBILITIES

#### Patient/client care

- To assess, develop and implement speech and language therapy treatment. To make appropriate clinical decisions following assessment, seeking support and advice from a supervisor as appropriate. To make a differential diagnosis on the basis of evidence from assessment seeking advice as appropriate. To develop clear care plans based on best practice.
- To provide advice, including writing reports, to others regarding the management and care of patients/clients with communication and/or feeding and swallowing difficulties.

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- To work collaboratively and liaise over clinical matters with a wide range of professions across a variety of locations and agencies, with support as appropriate.
- To demonstrate clinical effectiveness by use of evidence based practice and outcome measures.
- To maintain intense concentration in all aspects of patient management for prolonged periods. In particular, to monitor auditory, visual and kinaesthetic aspects of clients' communication, adapting and facilitating according to perceived client needs.
- Children's rights: To promote children's rights in all aspects of the role and to help develop a shared understanding of what this means in practice

### **Communication and relationship skills**

- To contribute to clinical teams, both multi-disciplinary and uni-disciplinary, by discussing own and others' input around clients' needs, ensuring a well-coordinated care plan.
- To present and communicate complex clinical information in such a manner as to motivate and inform clients, carers, families and members of the multi-disciplinary team/other professions, agreeing decision making relevant to the patient/client 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 maintain sensitivity at all times to the emotional needs of children with communication impairment and additional needs and their carers, in particular when imparting potentially distressing information regarding the nature of their difficulties and implications of the same. Knowledge, training and experience
- To identify personal/professional development evidenced by Personal Development Plan/ Professional Portfolio developed within an appraisal framework.
- To participate in Appraisal, ensuring that the objectives set reflect the Service and Trust plans.
- To attend relevant training and development in order to maintain 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 and language therapy practice in primary care and within educational settings. To maintain up-to-date HPC and RCSLT registration.
- To demonstrate knowledge of, and adhere to, RCSLT Professional and Clinical and National and Local Clinical Guidelines.
- To participate in the development and delivery of training (formal and informal) to others with and without support.
- To develop a working knowledge of relevant procedures/statutory requirements including: Safeguarding Children, SEN procedures, Working with Vulnerable Adults and other legal frameworks.

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### **Analytical and judgmental skills**

- To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve it.
- To actively participate in reflective clinical supervision with peers/clinical supervisor in order to develop and enhance practice.
- To design appropriate treatment from a range of options, based on analysis of profile of need
- To develop the ability to target training (formal and informal) appropriately to the needs of course participants and to reflect on and evaluate training provided.

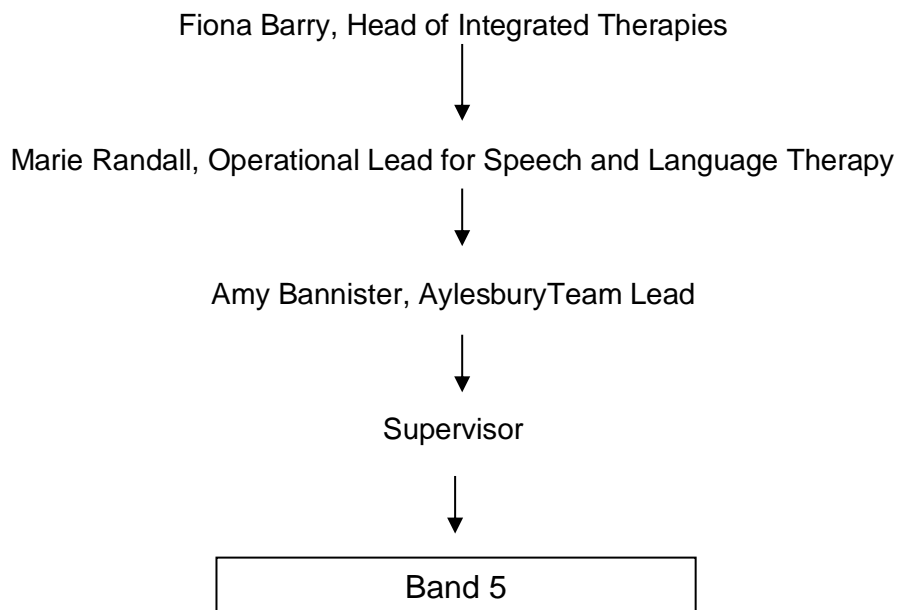
### **Planning and organisational skills**

- To manage and prioritise a defined caseload independently.
- To manage and prioritise own workload.

### **Physical skills**

- To use highly developed auditory and perceptual skills in the assessment diagnosis and treatment of patients/clients.
- To apply skills in handling clients with disabilities with support.

### **ORGANISATION CHART**



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## ADDITIONAL INFORMATION

### Trust Values



### Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

### Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

### Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

### Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

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### **COVID-19 Vaccinations**

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022. If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

### **Safeguarding of children and vulnerable adults**

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

### **Governance**

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

### **Information Management/ Data Quality**

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

### **Freedom of Information**

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

### **Travel to other sites**

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

### **Smoking statement**

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

### **General**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.

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