

Job Description

Title: Speech and Language Therapist

Band: 6

Reports to: Therapy Service Lead



Management Essentials

We are proud to offer a comprehensive development programme, Management Essentials, designed to equip staff with the skills and knowledge to become effective managers.

This post has been identified as a role that will benefit from this training, and you will be able to enrol in both mandatory and, relevant, optional modules upon commencement with the Trust.

Please click [here](#) for further information on the Management Essentials programme.



Leadership Insights

Additionally, our new leadership development programme, Leadership Insights, aims to help all newly promoted, existing and aspiring leaders, at every level at the Trust, to recognise, reflect and role model the core principles of people-centred leadership.

If, this is of interest to you, you will be able to enrol upon commencement with the Trust.

Please click [here](#) for further information on the Leadership Insights programme.

Job Summary:

- To work as an autonomous practitioner, assessing diagnosing, and providing timely intervention and management of communication and/or swallowing problems as a member of the Acute SLT team
- To be flexible in providing cover to clinical areas across PHUT depending on skill and service need.
- To collaborate and liaise with MDT colleagues to provide co-ordinated care to patients.
- To provide clinical support, where appropriate to other colleagues, including students.
- To complete competencies in line with RCSLT guidance.
- To contribute to patient information, manage priorities, organise equipment/resources and liaise with community SLTs about continuing care following discharge.
- To contribute to the prioritisation and triage of referrals to ensure that priority , high risk, patients are seen urgently, following locally devised systems / timescales
- To be flexible in providing cover across in patient settings where most needed, as directed by clinical leads.
- To contribute, wherever possible, to the administrative processes that ensure the most efficient service delivery for patients



Key Responsibilities:

Professional/Clinical

To assess clients and to make a differential diagnosis on the basis of evidence from the assessment seeking advice as appropriate.

To develop care plans and provide appropriate intervention using knowledge to inform sound clinical judgements/decision making for case management.

To provide advice to others regarding the management and care of patients/clients with communication and/or feeding and swallowing difficulties.

To work closely with clients, carers and families, agreeing decision making relevant to the patient/client management, ensuring that patients are involved in the planning and prioritisation of their care plans (eg goal setting) whenever possible to ensure optimum outcomes.

To support MDT in carrying out mental capacity assessments for those with communication impairment and support more junior SLT staff in this process. To assume that all patients have the mental capacity to make informed choices unless the person has been assessed as unable to make a specific decision and this is recorded in the patient's records

To comply with the safeguarding policies of the Trust, ensuring all concerns, incidents and allegations are reported in line with this.

To demonstrate negotiation skills to develop effective working relationships with patients, carers and their families, and contribute to interagency/multi-disciplinary team building, developing effective working relationships with members of the multi-disciplinary team, related agencies and colleagues.

To evaluate the outcomes of intervention and demonstrate clinical effectiveness and by use of evidence based practice and outcome measures.

To maintain up-to-date and accurate case notes in line with RCSLT professional standards and local trust policies, including assessment results, treatment plans and reporting to source of referral and other appropriate colleagues. Reports will reflect knowledge of diagnosis and management/care plans.

To contribute to clinical teams both multi-disciplinary and uni-disciplinary by discussing own and others' input around clients' needs ensuring a well co-ordinated care plan. This may include taking the Speech & Language Therapy lead at case conferences.

To communicate complex condition-related information from assessment to clients, carers, families and members of the multi-disciplinary team/other professions. This involves maintaining sensitivity at all times to the emotional needs of clients and their carers in particular when imparting potentially distressing information regarding the nature of the client's difficulties and implications of the same.



To demonstrate empathy with clients, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist.

To motivate clients and/or carers to engage in the therapeutic process, demonstrating the skills of working productively with people who may be under stress and/or have challenging communication difficulties.

To develop enhanced negotiation skills in the management of conflict across a range of situations, seeking advice and support to resolve, where appropriate.

To demonstrate the ability to reflect on auditory, visual and kinaesthetic aspects of client's communication and to identify appropriate strategies to facilitate and enhance communication effectiveness.

To adapt practice to meet individual patient/client circumstances, including cultural and linguistic differences.

To manage and prioritise own case load independently, using locally and nationally identified prioritisation systems.

To manage and prioritise own work load, demonstrating an ability to be flexible in day-to-day operational activity including being responsive to unpredictable work patterns, deadlines and frequent interruptions.

To contribute to interagency/multi-disciplinary team building, developing effective working relationships with related agencies and colleagues.

To demonstrate the ability to manage clients with challenging behaviours including the application of appropriate management strategies, and to manage the emotional consequences in self and others of working with clients with distressing conditions.

Management and Leadership

Responsibility for ensuring that:

- Staff are managed and standards of work are maintained and Trust policies for the management of staff performance are adhered to.
- Appraisals of staff directly managed are undertaken and that the appraisal process is maintained throughout the team.
- Staff receive appropriate health and safety and other mandatory training as prescribed and that relevant records are maintained.
- Other records are maintained by the team ensuring compliance with the agreed record keeping systems of the Trust.
- Informed consent is obtained where appropriate and documented in accordance with Trust procedures.
- New and replacement equipment is not used until it has been commissioned in accordance with Trust policy.
- Appropriate risk and other assessments are completed and documented in a timely manner in



accordance with Trust policy.

- Defective equipment is reported and made safe without delay in accordance with Trust procedures
- Equipment is maintained in accordance with Trust policy.
- Infection prevention and control procedures are followed by all staff within their area of responsibility
- All staff follow Trust clinical governance requirements

To supervise the work of Speech & Language Therapy Band 5's, Assistants and volunteers as required.

To receive initial complaints sensitively, avoiding escalation where possible, and responding in line with Trust policy.

To contribute to the development of innovative practice in areas of risk management, quality standards setting and clinical effectiveness. |

To participate in Clinical Governance/audit projects/departmental research within local service, and to contribute to writing and implementation of action plans as required.

To comment on and suggest service/policy developments as appropriate.

Administrative

To monitor stock levels in own service area and request new equipment, assessment materials and forms as appropriate.

To share information with others, observing information governance guidelines.

To gather activity data accurately and regularly, ensuring the provision of such information promptly within local Trust guidelines.

Education

To contribute to formal and informal teaching and training, both within the profession and with other professionals or voluntary groups, adapting it appropriately to the needs of course participants and reflecting on and evaluating the training provided.

To assist with the identification of training needs within the team.

To participate in clinical supervision of Speech & Language Therapy students.

To provide mentoring to more junior Speech & Language Therapists.



To explain the role of Speech & Language Therapists to visitors, students, volunteers and the public.

To demonstrate the ability to reflect on practice with peers and mentors and identify own strengths and development needs.

5. Limits of Authority

May not dismiss or suspend staff under the disciplinary procedures.

May not take annual leave without prior agreement of the manager

Job Holders are required to:

1. Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
2. Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.
3. Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
4. Act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.
5. Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date



Person Specification

Qualifications

- Registered member RCSLT
- Recognised Speech and Language Therapy Degree Qualification or equivalent
- HCPC License to Practice
- Accredited dysphagia post-graduate qualification or equivalent to level C

Skills and Knowledge

- Demonstrates ability to be a good team member
- Demonstrates good analytical and reflection skills
- Sensitivity to a broad range of clients
- Supportive excellent interpersonal skills – including observation, listening and empathy skills
- Proven skills in prioritising and being flexible and adaptable to meet competing priorities
- Efficient and dependable working practices
- Good organisational skills
- Self motivated, assertive, diplomatic and tactful
- Literate and numerate in English
- Excellent presentation skills, both written and verbal
- Negotiation and problem solving skills
- Recognises when change is needed
- Relevant post-graduate training in areas relevant to caseload
- IT skills
- Motivating

Experience

- Experience of receiving clinical supervision
- Experience of a broad range of adult/acute communication and swallowing impairments/disorders. At least 2 to 3 years working as a qualified SLT preferred.
- Experience of working in a changing environment
- Experience of integrated working in multi-disciplinary teams
- Training and presentation experience

Working Together For Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)



Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

Print Name: Rachel Cunningham

Date: 7.9.26

