**Job Description**

**Title: Speech and Language Therapist**

**Band: 5**

**Reports to:** **Senior Speech and Language Therapist**

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**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 collaborate and liaise with MDT colleagues to provide co-ordinated care to patients

To provide clinical support, where appropriate to other colleagues, including students

The post holder will 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

To be flexible in providing cover where most needed, as directed by clinical lead.

To contribute, wherever possible, to the administrative processes that ensure the most efficient service delivery for patients

**Key Responsibilities:**

**Trust Organisational Expectations**

The post holder will:

Proactively and positively contribute to the successful overall performance of the Trust.

Deliver excellent levels of customer service to all patients/visitors and staff at the Trust.

Develop effective ways of working and create strong partnerships and relationships with all stakeholders to support the implementation of the Government’s policies on Health.

Develop an organisational culture that fosters collaborative working among all staff groups, to ensure a focused commitment to delivering quality services and outcomes.

Act as an advocate for the Trust & its contribution to the Health Service arena through creating effective partnerships and relationships with internal and external stakeholders.

Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.

Support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which support the Government’s policies on public health

If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.

In compliance with the Trust's practices and procedures associated with the control of infection, you are required to:

Adhere to Trust Infection Control Policies assuring compliance with all defined infection control standards at all times.

Conduct hand hygiene in accordance with Trust policy, challenging those around you that do not.

Challenge poor practice that could lead to the transmission of infection.

Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.

**Shared Core Functions**

Proactively and positively contribute to the achievement of deliverables through individual and team effort. Manage the production of the required deliverables and control risks,

Support team members to deliver on their functionally relevant objectives through offering advice, guidance and support as appropriate.

Ensure that approved budgets are spent effectively and in accordance with agreed procedures

Liaison with Senior Professionals and related functions to ensure that work is neither overlooked nor duplicated

Build and sustain effective communications with other roles involved in the shared services as required

Maintain and continuously improve specialist knowledge in an aspect of Health Service which significantly contributes to the Trust’s stated objectives & aims

Establish and maintain strategic links with a range of external partners/stakeholders or manage the links made through the team. Engage with external partners/stakeholders to gain their necessary level of contribution & commitment to the successful delivery of your work.

Undertake proactive horizon scanning for either developments relating to Trust work or opportunities for Trust involvement around health issues

Increase the level of knowledge & skills within the Trust through documenting key learning and supporting others to develop their professional abilities.

Dissemination of knowledge through engagement in report writing, and reviewing, taking full responsibility for technical accuracy and reliability and being sensitive to the wider implications of that dissemination.

Ensure that expertise is seen as a resource within and outside the Trust and form working partnerships with government departments, national agencies and key stakeholders.

Develop structures, systems, ways of working and personal values that will support the Trusts sustainable development objectives with regard to issues such as Carbon reduction and waste minimisation; and to encourage all stakeholders of the Trust to act as enthusiastic agents of change.

**Specific Core Functions**

**Professional/Clinical**

To be an autonomous practitioner, professionally and legally responsible for the assessment, diagnosis, therapeutic intervention and discharge of the caseload in line with local and national protocols/ policies, RCSLT professional standards and HCPC regulatory Codes of Practice.

Following assessment to make decisions about future clinical management and intervention with access to a supervisor for more complex cases and decision making.

To provide reports and participate in multidisciplinary assessments.

To develop skills in motivating clients and/ or carers to engage in the therapeutic process.

To work with other agencies as appropriate to negotiate and agree decision making regarding client management.

To sensitively communicate complex condition – related information from assessment to clients/ carers and multi disciplinary team members.

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

To maintain up to date and accurate case notes in line with professional standards and trust policy.

To monitor auditory, visual and kinaesthetic aspects of client’s communication, adapting and facilitating according to perceived client needs, including cultural and linguistic differences. To maintain intense concentration in all aspects of patient management for prolonged periods.

To be flexible to the demands of the environment, including unpredictable work patterns, deadlines and frequent interruptions.

To maintain sensitivity at all times to the emotional needs of the client and their carers, in particular when imparting potentially distressing information regarding the nature of the client’s difficulties and the implications of the same.

To develop the ability to manage clients with challenging behaviours, including the application of appropriate management strategies.

To contribute to clinical practice and service development and departmental policy and planning.

To attend staff meetings, specialist meetings and in service training.

To participate in clinical supervision/mentoring.

To participate in the implementation and monitoring of Speech and Language therapy guidelines and standards.

To contribute to the discussions on service planning and policy within the designated area of work.

To participate in clinical audit activities and evidence based practice within the designated area of work.

To work positively with colleagues to maintain effective relationships.

To follow Trust’s infection control procedures.

To comply with Trust clinical governance requirements.

To work with the Trust to manage demands placed on the service.

**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

**Administrative**

To complete daily statistics and to collect, collate and provide other service related statistical information as required.

To be responsible and accountable for own clinical equipment ensuring standards of infection control and safety are maintained.

To manage own time, planning and prioritising tasks as appropriate.

In the designated area of work, ensure:

Appropriate records are maintained ensuring compliance with the agreed record keeping systems of the Trust.

Informed consent to treatment is obtained 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

**Education**

To comply with Trust arrangements for continuing professional development.

To actively participate in assisting in the training of students, health care assistants, carers and other professional students by observation, explanation and modelling.

(After1st year post new qualification).

**Limits of Authority**

May not dismiss or suspend staff under the disciplinary procedures.

May not take annual leave or in lieu time without prior agreement of the manager.

Safeguarding Band 4 & 5

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

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 apply transparency and comply with safeguarding as core business.

To provide information, as per the organisation’s Safeguarding and Information Governance policies, in order to protect the vulnerable individual under safeguarding.

To attend Essential Training Updates as require by the safeguarding policy

**Other**

Job Holders are required to:

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.

Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.

Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.

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.

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

**Organisational Chart**

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**Person Specification**

**Qualifications**

* Registered member RCSLT
* Recognised Speech and Language Therapy Degree Qualification or equivalent
* HCPC Licence to Practice
* Driving licence

**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
* Efficient and dependable working practices
* Proven skills in prioritising and being flexible and adaptable to meet competing priorities
* 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**

* Student experience of receiving clinical supervision
* Student experience of a broad range of adult/acute communication and swallowing impairments/disorders
* Student experience of working in a changing environment
* Previous student experience of integrated working in multi-disciplinary teams

**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:**

**Date:**

**Signature:**