

Job Description

Title: Speech and Language Therapy Assistant Practitioner

Band: 4

Reports to: Senior Speech and Language Therapist

Hours: 30 hours per week (Monday - Friday)

Job Summary:

- To work with patients under the supervision and guidance of qualified Speech and Language Therapists implementing swallowing/communication screens and programmes of care for individuals and groups with communication and swallowing difficulties, across PHU.
- To provide administration and clerical support for SLTs working within the service.
- To create and develop therapy tools and resources, as requested.
- To support training other healthcare staff under the guidance of a qualified SLT.

Key Responsibilities:

- Work towards the RCSLT Clinical Competency for Assistant Practitioners under supervision of your line manager.
- Support the management of risks associated with swallowing difficulties in line with protocol.
- Record swallow screening findings and therapy plans in clinical records.
- Support safe feeding practices and assist carers to feed vulnerable patients.
- Follow therapy plans to assist adults to achieve communication and swallowing goals.
- Develop therapy resources and communication aids.
- Maintain accurate case notes and patient activity data.
- Participate in audit, governance and research activities.
- Attend supervision, appraisal, meetings and training.
- Be aware of limitations of role of Band 4.

Person Specification

Qualifications

- Computer literate
- Literate and numerate
- NVQ3, Diploma or experience deemed equivalent
- English and maths – O level, CSE, GCSE or equivalent
- Experience and knowledge of Microsoft Office, particularly Word, Excel, Powerpoint, Outlook
- Diploma or equivalent in Health Care (desirable)

Skills and Knowledge

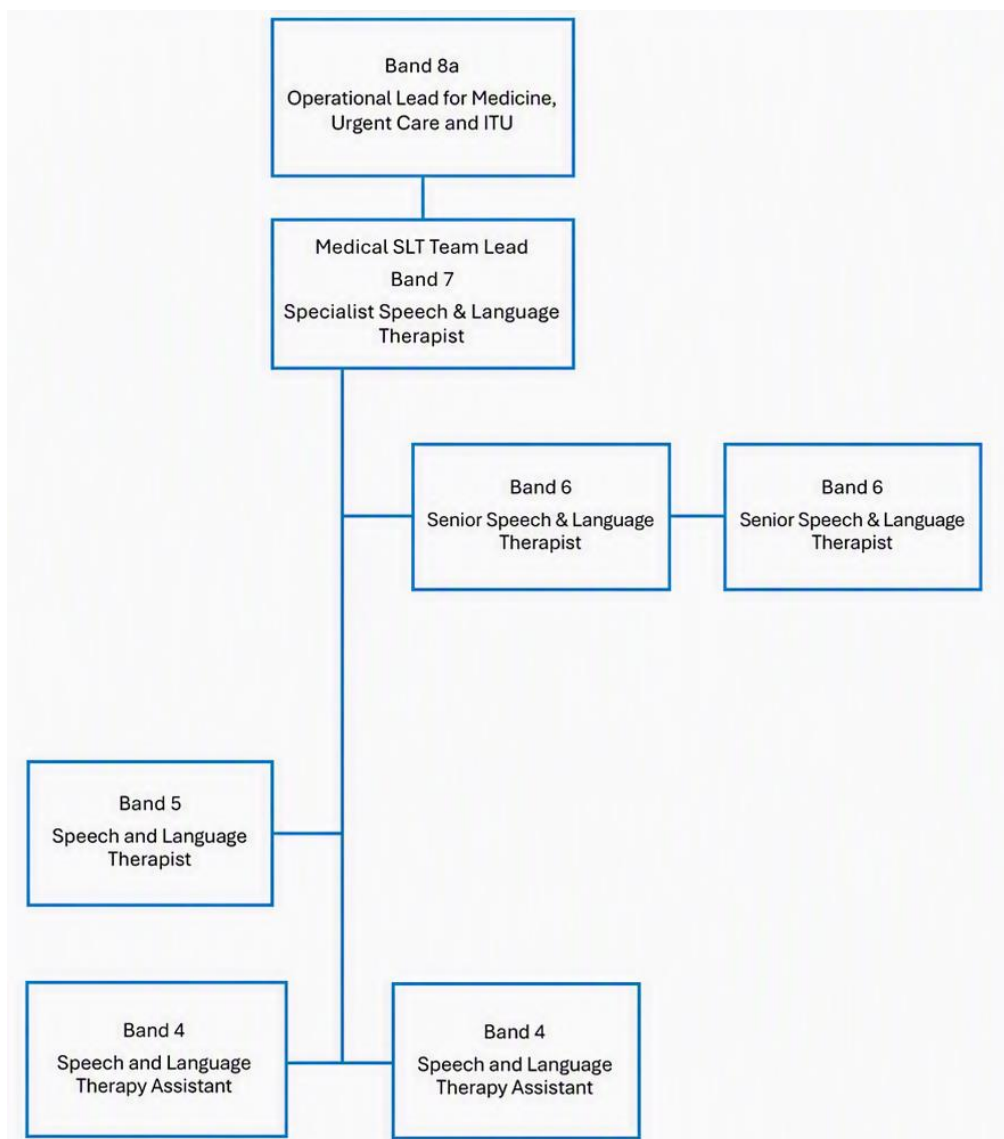
- Experience of working with adult patients in a health or social care setting
- Proven skills in being flexible to meet competing priorities
- Evidence of recent learning
- Well-developed and sensitive communication and interpersonal skills, both verbal and written
- Ability to plan, prioritise own workload within agreed boundaries
- Ability to recognise own limitations and seek advice and support when necessary
- Ability to monitor own skills and learning needs and identify areas which require development

Experience

Experience

- Experience of working with members of the public both face to face and on the telephone
- Experience of working within a team and able to demonstrate an understanding of specific roles and team working
- Experience of working with people with communication disorders (desirable)

Organisational Chart



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 wellbeing 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: