

## **PERSON SPECIFICATION B6 Community SLT**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Completion of a recognised training course awarding relevant degree/diploma approved by the RCSLT and HCPC.</li> <li>• Registered with the HCPC</li> <li>• Member of the RCSLT</li> <li>• Evidence of attendance on short courses post qualification.</li> </ul>		Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 12 months post qualification experience treating a variety of patients relevant to the post</li> <li>• Organising and managing everyday clinic routines.</li> </ul>		Application form
<b>Knowledge and Skills</b>	<p>Knowledge</p> <ul style="list-style-type: none"> <li>• Knowledge of a range of communication and swallowing difficulties and their management relevant to the post.</li> <li>• Knowledge of a range of Alternative and Augmentative systems of communication.</li> <li>• Knowledge of assessment tools relevant to the client group.</li> <li>• Knowledge of national policies and procedures relevant to the client group.</li> <li>• Knowledge of a range</li> </ul>	<ul style="list-style-type: none"> <li>• Use of Microsoft Word, Excel, Outlook, PowerPoint</li> <li>• Presentation skills</li> </ul>	Application form

	<p>of appropriate therapeutic interventions relevant to the client group.</p> <ul style="list-style-type: none"> <li>• Awareness of principles of clinical governance/audit.</li> <li>• Awareness of the roles of other professionals relevant to the client group.</li> <li>• Awareness of standards of record keeping</li> <li>• Awareness of confidentiality as relating to the NHS</li> <li>• Awareness of how to critically appraisal research articles.</li> </ul> <p>Skills</p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills – including, listening and empathy skills.</li> <li>• Negotiation and problem solving skills.</li> <li>• Good analytical and reflection skills.</li> </ul>		Interview
<b>Knowledge and Skills (continued)</b>	<ul style="list-style-type: none"> <li>• Good presentation skills written and verbal.</li> <li>• Good organizational skills</li> <li>• Prioritisation and time management skills.</li> <li>• Good Auditory discrimination skills and ability to transcribe phonetically.</li> <li>• Able to be a good team member but also able to work independently recognising own limits.</li> </ul>		Interview

	<ul style="list-style-type: none"> <li>• Flexible and able to cope with change.</li> <li>• Learns from experience and willing to adapt accordingly, including learning new skills.</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Able to accept authority and comply with policies and procedures</li> <li>• Self motivated/ interested in self development and the development of the service.</li> </ul>		Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• Projects an image acceptable to colleagues and clients</li> <li>• Able to carry out duties after reasonable adjustments have been made under the Disability Discrimination Act 1995</li> <li>• Regular attendance</li> <li>• Prepared to be resident within reasonable access of the area.</li> <li>• ELHT is helping staff achieve a work – life balance but the nature of this post will require the post holder to be flexible in the times and days that they work to meet service need (over seven days)</li> <li>• Car driver able to use car for work</li> </ul>	Interests which result in contact with other people	Interview

## EFFORT FACTORS

- **PHYSICAL EFFORT**

### What physical effort is required for the job?

Type of physical effort	How often	For how long	What weight is involved	Any mechanical aids
Demonstrate clinical skills with hand/eye coordination, dexterity and accuracy.	Daily	20-60 mins per treatment	N/A	None
Bending, stretching, crouching.	Daily	10-60 mins per treatment	N/A	None
Domiciliary visits.	2-3 times a week	20-30 mins per treatment	5kg+	None
Have the capability to move and handle patients who may be immobile, wheelchair or bed-bound.	Daily	20-30 mins per treatment	Variable	None
		20-30 mins per treatment		

Is the job holder expected to sit/stand in a restricted position? Yes ☒  
No ☐

How often?      Daily ☒      Weekly ☐      Monthly ☐      Less often ☐

For how long?    Less than 20 minutes   ☐    More than 20 minutes   ☒  
on each occasion                      on each occasion

- **MENTAL EFFORT**

Are there any duties requiring particular concentration?

Types of duties	How often	For how long
Assess and analyse the auditory, visual and kinaesthetic aspects of the patient's communication.	Daily	All the time therapist is with a patient
Monitor the auditory, visual and kinaesthetic aspects of the patient's communication, adapting and facilitating according to perceived patient needs including cultural and linguistic differences.	Daily	All the time therapist is with a patient

Flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions	Daily	All the time
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Are there any duties of an unpredictable nature?

Types of duties	How often	For how long
Never know what treatment will be required due to deterioration/improvement of condition.	Daily	All the time therapist is with a patient
Planning and running talks and training sessions/courses	Frequently	Talks 1-2 hours Training courses 3 – 26 hours.
Maintenance of knowledge and evidence based for practice, research and development activities.	Daily	Varies

○ **EMOTIONAL EFFORT**

Does the job involve dealing with any distressing or emotional circumstances?

Type of circumstance	Direct/indirect exposure	How often
Dealing with difficult patients who can be violent and/or aggressive. Provide treatment/care across a range of age groups.	Direct	Daily
Have the ability to diffuse conflict in confrontational/stressful situations.	Direct	Weekly
Have the ability to deal with patients/relatives who have suffered bereavement.	Direct	As required
May treat terminally ill patients, non compliant mentally disturbed people, debilitated patients with chronic disease and accompanying depression.	Direct	Daily
Be sensitive to the emotional needs of the patients and their carers	Direct	Daily
Impart potentially distressing information to the patient and/or their carers regarding the nature and implications of their difficulties	Direct	Frequently

- **WORKING CONDITIONS**

Does the job involve exposure to unpleasant working conditions?

<b>What working conditions</b>	<b>How often</b>
Working in less than ideal conditions e.g. on domiciliary	Daily
Deal with unpleasant conditions related to client contact as they arise: for example exposure to body fluids, infectious conditions, encountered on a regular basis	Weekly
Exposed to radiation in X-rays – protective clothing required	Frequently

### **Employment Acts and Codes of Practice**

**All employees are required to comply with employment legislation and codes of good practice.**

- **Health and Safety**

**In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to take reasonable care to avoid injury during the course of their work and co-operate with the Trust and others in meeting statutory requirements.**

- **Infection Control**

**All employees have a personal responsibility for adhering to the Infection Control policy. Further guidance can be sought from your line manager.**

- **Research and Development Projects**

**Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.**

- **Development Review**

**Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.**

- **Rules, Regulations, Standing Orders and Financial Instructions**

**All employees are required to comply with the rules, regulations, standing orders and financial instructions and policies of the Trust.**

- **Review**

**This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder**

- **The Trust operates a No Smoking Policy and is an Equal Opportunities Employer**

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### **ACCEPTANCE OF JOB DESCRIPTION**

**I confirm I accept the duties contained in the above job description.**

**NAME: .....**  
**(PRINT)**

**SIGNED: .....**

**DATE: .....**