





Job Description

1. JOB DETAILS
<p>Job title: Speech and Language Therapist, Band 5</p> <p>Accountable to: Head of SLT</p> <p>Location: North Cumbria</p>
2. JOB SUMMARY
<p>All staff are expected to work to the Trust Values:</p> <div data-bbox="151 851 231 929">  </div> <p>Kindness – Kindness and compassion cost nothing, yet accomplish a great deal.</p> <div data-bbox="151 936 231 1014">  </div> <p>Respect - We are respectful to everyone and are open, honest and fair – respect behaviours.</p> <div data-bbox="151 1048 231 1126">  </div> <p>Ambition – We set goals to achieve the best for our patients, teams, organisations and our partners.</p> <div data-bbox="151 1171 231 1249">  </div> <p>Collaboration – We are stronger and better working together with and for our patients.</p> <ul style="list-style-type: none"> • To work as a member of the adult team, providing a speech and language therapy service for the adult population in North Cumbria. • To assist in the delivery of a highly specialised speech and language therapy service to adults with a range of eating/drinking difficulties and dysphagia, and communication disorders in North Cumbria. • To work collaboratively within the multidisciplinary framework to achieve integrated care for patients. • To be responsible for the comprehensive assessment, diagnosis, treatment planning, delivery and evaluation of evidence based speech and language therapy intervention in appropriate locations, including inpatient wards, domiciliary and out-patient clinics. • To assess and treat a caseload which includes complex cases, in line with experience and ability, as an autonomous practitioner with appropriate supervision, evidencing problem solving and reasoning skills and independence of judgement. • To establish individualised management and treatment plans, using clinical reasoning and utilising a range of evidence based treatment skills and options to formulate interventions and programmes of care. • To build upon undergraduate experience and develop new skills, knowledge and experience through external courses, in service training and joint working.

3. ROLE OF DEPARTMENT

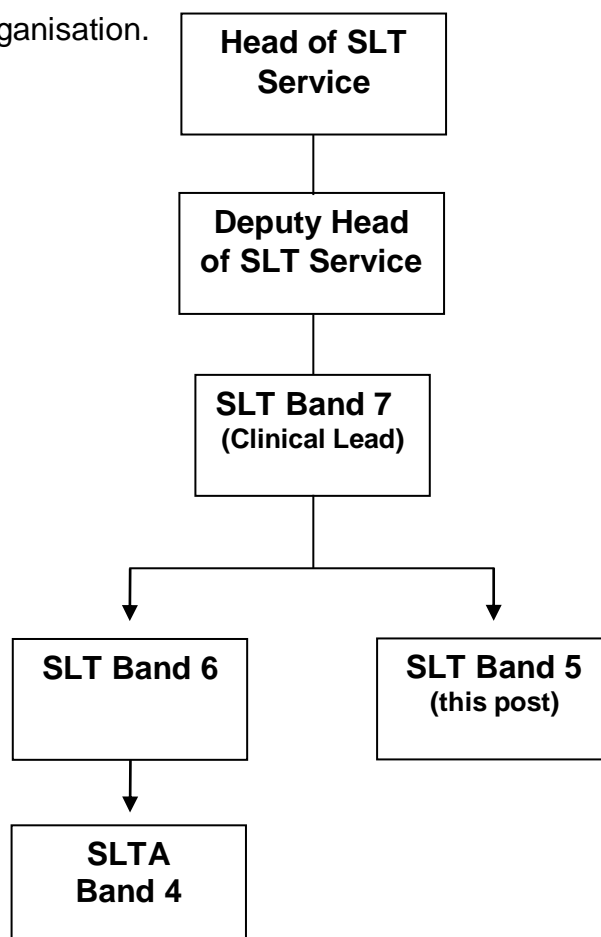
The role of the department is to provide assessment, diagnosis and therapeutic interventions for adults presenting with speech, language and communication difficulties.

The department provides a specialist service for patients with feeding/swallowing difficulties.

The department works in partnership with other organisations, statutory and non-statutory, to ensure that health services contribute to improving the social, health and wellbeing outcomes of the adult population in Cumbria.

4. ORGANISATIONAL CHART

Example of possible organisation.



5. KEY WORKING RELATIONSHIPS

- Head and Deputy Head of SLT service – occasionally to discuss departmental wide issues, face to face and at staff meetings..
- Speech and Language Therapy clinical lead, Band 7 – frequent for the organisation of service delivery, clinical support and supervision.
- Speech and Language Therapy colleagues – frequently for transfer of cases, peer group support and CPD.
- Other Health Professionals – frequent for multidisciplinary case management e.g. Consultants, GPs, Nurses, Allied Health Professionals, CPNs, and Rehabilitation Assistants.
- Private sector professionals – frequent e.g. Social Workers, Residential and Nursing Home staff.
- Patient's – daily.
- Carers/Relatives – frequently.
- Clinical Psychologists, Community Nurses – as required.
- Community rehab teams – frequently.
- Voluntary Sector – as required e.g. Age Concern, Motor Neurone Disease Association, Parkinson's Disease Association, Stroke Association, Headway etc.
- Regional Services (e.g. Communicate – Regional Communication Aids Centre) – as required.

6. DUTIES AND RESPONSIBILITIES OF THE POST

- To assume responsibility and accountability for a caseload of adults, holding the duty of care and prioritising and managing the caseload independently. The post holder will seek supervision as appropriate following departmental structure.
- To undertake a range of speech and language therapy assessments and therapy techniques in communication and dysphagia under the guidance of a senior Speech and Language Therapist
- To develop patient centred treatment plans and goals based upon sound clinical reasoning skills and analysis of assessments carried out.
- To have an awareness and understanding of low tech and high tech AAC referring on as appropriate.
- To write detailed reports regarding patient care and speech and language therapy advice
- To write and maintain accurate and timely patient records within the standards set on record keeping and patient information and confidentiality by the Trust.
- To maintain sensitivity at all times and on a day to day basis to the emotional needs of patient and/or carers, in particular when communicating distressing information regarding the nature of the difficulties and future implications, and when there are barriers to understanding.
- To demonstrate a breadth of knowledge with decision making underpinned by current evidence based practice, where many decisions will have significant implications for the future.
- To work closely with carers and families, negotiating and agreeing decision-making relevant to the patient's management.
- To contribute to clinical teams both multi-disciplinary and uni-disciplinary as appropriate.

- To attend case conferences.
- To participate in the delivery of education, training and supervision to Speech and Language Therapy Assistants and other professionals.
- To act as an advocate to facilitate the views and choices expressed by patients, where appropriate.
- To participate in the development of the adult service through audit and research.
- To actively participate and contribute to team meetings and relevant professional forum.
- To contribute to the development of students by providing observation sessions.
To support the implementation of policy and service development within the SLT Adult Team
- To collect and maintain accurate statistical data as requested
- To support the monitoring and effective use of clinical and team resources.
- To attend courses, meetings and special interest groups as identified within appraisal process.
- Manage time effectively with an ability to prioritise workload and be flexible in response to changing or urgent needs when required.

Professional Responsibilities

- Continued membership with the Royal College of Speech and Language Therapists (RCSLT).
- Registration as a qualified Speech and Language Therapist with the Health Professions Council (HCPC)
- To maintain relevant Continuing Professional Development (CPD) profile.
- To participate in clinical and management supervision in accordance with departmental policy.
- To be accountable for own professional actions and recognise own professional boundaries, seeking advice as appropriate.
- Support the monitoring of quality and practice standards within the team. Identify and report any issues relating to conduct and performance issues to the SLT clinical lead Band7.

7. WORK SETTING AND REVIEW

- To work autonomously with patients and within the MDT with regular clinical and management supervision from senior members of the Adult SLT therapy team
- Daily allocation of acute patient work

8. INDIVIDUAL RESPONSIBILITIES

The post holder is expected to:

- Adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies.
- Attend mandatory training as identified by the Trust.
- Adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections.

9. CONFIDENTIALITY
The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.
10. HEALTH AND SAFETY
Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
11. RISK MANAGEMENT
All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.
12. EQUALITY AND DIVERSITY
<p>All employees of the Trust have responsibility to:</p> <ul style="list-style-type: none"> • Act in ways that support equality and value diversity. • Treat everyone with whom they come into contact with dignity and respect. • Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.
13. SAFEGUARDING
<p>All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.</p> <p>Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.</p>
14. INFORMATION GOVERNANCE
<p>The post holder must keep up to date with the requirements of Information Governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.</p> <p>It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.</p>

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

15. GREEN STATEMENT

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

PERSON SPECIFICATION

POST TITLE: Speech and Language Therapist, Band 5

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent qualification in Speech and Language Therapy approved by the Royal College of Speech and Language Therapists (RCSLT). • Registered with HCPC • On-going membership with the RCSLT. 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of a broad range of assessment tools relevant to the client group. • In depth knowledge of a range of appropriate therapeutic interventions (relevant to a diverse client group) and an ability to compare and contrast relative benefits. • Working knowledge of assessment and therapy materials, including alternative communication strategies. • Awareness of the standards of clinical record keeping. 	<ul style="list-style-type: none"> • Evidence of clinical experience of working with adult patients with a variety of communication difficulties • Evidence of clinical experience of working with adult patients with swallowing difficulties • Some knowledge of current national and local strategies, clinical guidelines, policy drivers and issues relating to provision for adults with a diverse and complex range of communication and swallowing difficulties.
Skills and Aptitudes	<ul style="list-style-type: none"> • Ability to manage own time, prioritise tasks and work independently under pressure. • Ability to manage a caseload within a large rural area in a variety of settings. • Excellent auditory, perceptual and observational skills. • Excellent analytical and judgement skills. • Ability to use highly developed communication skills in a range of challenging environments and contexts. • Ability to exert moderate physical effort. • Ability to maintain intense concentration when there are many interruptions and conflicting demands on your time. 	

	<ul style="list-style-type: none">• Formal presentation skills.• Excellent IT skills.	
Personal Circumstances	<ul style="list-style-type: none">• Full driving licence or able to travel independently of public transport.	
Other requirements	<ul style="list-style-type: none">• To Act in ways that support equality and diversity and demonstrates Trust values.	