

# JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN  
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

<b>JOB TITLE</b>	Senior Speech and Language Therapist
<b>BAND</b>	Band 6
<b>RESPONSIBLE TO</b>	Stroke Matron
<b>ACCOUNTABLE TO</b>	Head of Intermediate Care
<b>BASE</b>	South East Essex Locality
<b>HOURS OF WORK</b>	30 Hours

## ROLE SUMMARY

To work within the local Early Supported Discharge for Stroke (ESD) Team to deliver speech and language therapy for people with communication and swallowing disorders following a stroke who have been discharged from hospital into the care of the ESD service for South East Essex

- To work within the local Early Supported Discharge for Stroke (ESD) Team to provide a 7 day a week rehabilitation programme for up to six weeks following discharge from hospital into the community. This is likely to include some weekend working.
- To liaise closely with the Speech and Language Therapy team on the Stroke Unit at Southend Hospital to ensure a smooth handover from the hospital into ESD.
- To work with the Community Adult Speech and Language Therapy Service to ensure a smooth handover of those with longer term therapy needs at the end of their time with ESD.
- To undertake all aspects of clinical duties as an autonomous practitioner.
- To use specialist skills in the management of patients with communication disorders and dysphagia following a stroke.
- To hold responsibility for own case load.
- To participate in clinical audit, protocol development, objective-setting etc as required by the SLT and ESD teams.
- To receive regular clinical and management supervision. Access to advice and support from a more senior SLT is available if required between supervision meetings.

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- To undertake evidence-based audit and research projects to further own and teams' clinical practice.

## **KEY RESPONSIBILITIES**

- Delivering a compassionate, dignified and respectful service to patients at all times.
- Ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.
- The responsibilities and duties of the post can be divided into the following three areas:

### **Clinical**

- Be professionally and legally accountable for all aspects of own work.
- Undertake a comprehensive assessment of patients including those with diverse or complex presentations and multiple pathologies; using acquired clinical reasoning skills and assessment techniques to provide an accurate diagnosis of their condition and skills deficit.
- Formulate and deliver an individual speech and language therapy treatment plan based on a sound knowledge of evidence-based practice and treatment options using clinical assessment, reasoning skills and knowledge of treatment skills.
- Supervise student speech and language therapists and rehabilitation assistants.
- Assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.
- Use a range of verbal and non-verbal communication tools to communicate effectively with patients to progress rehabilitation and treatment programmes.
- Evaluate patient progress, reassess and alter treatment programmes if required.
- Manage clinical risk within own patient caseload.
- Work within Trust, HCPC and RCSLT guidelines and have a good working knowledge of national and local standards to enable monitoring own and others' quality of practice as appropriate.
- Be responsible for maintaining accurate and comprehensive patient treatment records in line with HCPC and RCSLT standards of practice.
- Liaise with health and social care professionals and other related statutory, private and voluntary organisations as and when appropriate, providing written reports, recommendations and referrals.
- Provide help and advice to patients and their families, teaching and demonstrating use of equipment or other techniques to optimise the patients' functional ability and independence.
- Ensure equipment/adaptations are safe and have been issued in line with departmental policy.

### **Professional**

- Be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio which reflects personal development.
- Maintain and develop current knowledge of evidence-based practice, developing specialist knowledge of particular conditions and patient types.
- Participate in the staff appraisal scheme and be responsible for complying with your agreed personal development programmes to meet set knowledge and competencies.
- Undertake the measurement and evaluation of your work and current practices through the use of evidence-based practice projects, audit and outcome measures, in conjunction with more senior speech and language therapists and develop improvement to service delivery and clinical practice.
- Be an active member of the in-service training programme by attendance at and participation in, in-service training programmes, self directed learning, individual training sessions and external courses.
- Undertake as directed the collection of data for use in service audit and research projects.
- Become actively involved in professional clinical groups, such as RCSLT Clinical Excellence Networks and other professional development activities.
- Provide clinical education and training to speech and language therapy students to graduate level. Provide support, guidance and training to junior speech and language therapists and assistants, assessing and evaluating competence.
- Be aware of the requirement of the Health and Safety at Work act as it relates to the department and safety of the patients and staff.
- Report all accidents/incidents promptly to a Senior Member of staff using the appropriate incident form.
- Comply with Health Professions Council (HCPC) Standards of proficiency for speech and language therapists, and Standards of conduct, performance and ethics
- Comply with HCPC and Royal College of Speech and Language Therapy Code of Ethics, Professional Conduct and CPD requirements.

### **Organisational**

- Ensure that your own practice and that of staff under your supervision meet the required professional standards of speech and language therapy practice.
- Ensure that you work in a manner which helps to further long-term and short-term SLT Team goals.
- Be responsible for the safe and competent use of communication equipment by patients and by junior and student speech and language therapists, through teaching, training and supervision of practice.
- Be aware of EPUT/local policies and procedures.
- Maintain accurate statistics as required by the Team.
- Comply with the Trust Manual Handling Policy and local therapeutic handling guidance at all times.
- Deal sensitively with patients who have high levels of anxiety and aggression caused by pain, dementia or limited mobility.
- Attend mandatory trust and organisational courses.

### **Staff Management**

- To ensure that those to whom tasks are delegated, e.g. rehabilitation assistants, have acquired the appropriate level of competence.
- To supervise the work of less experienced SLTs, students and assistants as appropriate and to participate in Speech and language Therapy student clinical placements as appropriate.
- To offer some observation experience to those applying for training as SLTs. To assist in the support of students from other professional groups as agreed with line managers.

### **Communication and Working Relationships**

- To utilize all available methods of communication to ensure that health and social service professionals, patients, families and carers can appreciate the complex concepts behind communication, voice and swallowing difficulties, in order that they can recognise and understand the nature of these problems and manage them more appropriately.
- To ensure smooth and appropriate handover of care from hospital to ESD and from ESD to Community SLT;
- To provide reports, reflecting specialist knowledge and interpretation of specialist assessments, to other health professionals, including GPs and Hospital consultants as requested
- To make and/or recommend onward referrals to other professionals or agencies, as appropriate.
- To contribute to the multi-disciplinary rehabilitation teams working with people following stroke in the local area.

## **ADDITIONAL DUTIES**

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate
- You will be expected to work collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services; providing a 7-day a week, 24-hours a day service for 365 days a year working shifts, where appropriate and operationally required.

# OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

## PEOPLE FIRST

### OUR PURPOSE

We **care** for people, every day.  
What we do **together**, matters.

### OUR VALUES

We **CARE**  
We **LEARN**  
We **EMPOWER**

### OUR VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

### OUR STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

## ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

## NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

## DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

## EQUAL OPPORTUNITIES STATEMENT

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The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

## **NO SMOKING POLICY**

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

## **INFECTION CONTROL**

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

## **HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

## **GENERAL DATA PROTECTION REGULATION 2018**

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal

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obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

## **INFORMATION ASSET OWNERS AND ADMINISTRATORS**

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

"Confidential Information" includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the

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Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

## **RISK MANAGEMENT**

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

## **SAFEGUARDING DUTY**

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

## **INFORMATION TECHNOLOGY**

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

## **CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**Date post holder in receipt of job description .....**

**Signature of post holder .....**

**Signature of line manager .....**