

CAJE Reference:  
08991

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

#### JOB DETAILS

<b>Job Title:</b>	Speech and Language Therapist
<b>Pay Band:</b>	Band 5
<b>Department:</b>	Adult Speech and Language Therapy
<b>Directorate:</b>	Therapies
<b>Clinical Board:</b>	Clinical Diagnostics & Therapeutics
<b>Base:</b>	UHL

#### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Senior Lead for Adult Speech and Language Therapy
<b>Reports to:</b>	Senior Specialist Speech and Language Therapist
<b>Professionally Responsible to:</b>	Head of Speech & Language Therapy

#### Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

<b>We care about the people we serve and the people we work with</b>	Treat people as you would like to be treated and always with <b>compassion</b>
<b>We trust and respect one another</b>	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
<b>We take personal responsibility</b>	Be <b>enthusiastic</b> and take responsibility for what you do.
<b>We treat people with kindness</b>	<b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

## **JOB SUMMARY/JOB PURPOSE**

The post holder will provide speech and language therapy intervention to a caseload of adults with a range of communication disorders. This may also include adults with swallowing difficulties if the post holder has completed dysphagia training. These patients will be seen at various sites across Cardiff and the Vale of Glamorgan. They will work as a member of the multidisciplinary team (MDT), and liaise with other agencies and disciplines in relation to specific patients. The post holder will participate in best practice initiatives, provide observation placements for SLT students, undertake teaching/training of other professions, participate in the training of others, and supervise SLT students, assistants and volunteers.

## **DUTIES AND RESPONSIBILITIES**

### **Clinical Duties**

1. To be responsible for the assessment, differential diagnosis, development and implementation of treatment packages and discharge in relation to a caseload of adults with a range of communication difficulties using evidence based practice and outcome measures.
2. To provide complex information, explanation, advice and support to communicatively compromised patients and their families. To support them in understanding, negotiating their agreement for assessment and treatment, and encourage participation at each stage of the therapeutic process.
3. To adapt practice to meet individual patients' circumstances with due regard for cultural and linguistic differences.
4. To work as a member of the multidisciplinary team, contributing to the exchange of information, goal setting, developing care plans, attending MDT meetings and case conferences. To liaise with different agencies and disciplines in relation to specific clients.
5. To provide written clinical reports at appropriate stages of the intervention process.
6. To participate in cover arrangement during periods of staff shortages.
7. To work independently, be accountable for one's own professional actions, and adhere to national and local standards and guidelines relating to Professional Practice and service provision.
8. To deal with initial complaints sensitively avoiding escalation where possible.
9. To be responsible for recognising one's own competencies, seeking advice and second opinions under the mentorship scheme.

### **Teaching, Training and Clinical Supervision**

1. To participate in teaching/training of health professionals and others.

2. To participate in sessions designated for people considering SLT as a career.
3. To provide supervision of SLT students for observation placements after acquiring appropriate skills and experience and with the approval of the line manager.
4. To be responsible for supervising SLT assistants and volunteers working with patients.
5. To participate in clinical support mechanisms available to all staff within the service.

#### **Research, Evaluation and Development Duties**

1. To participate in activities designed to evaluate, monitor and improve the effectiveness of service provision. This will include best practice initiatives, clinical audits, journal clubs, and data provision for research purposes.
2. To evaluate the service provided to one's own caseload.
3. To participate in the development of clinical and service policies, standards, protocols and guidelines as required.
4. To participate in CPD activities and develop/monitor one's own clinical expertise through a range of activities including reflective practice, working in close consultation with a designated mentor.
5. To identify one's own professional needs by participating in the Appraisal/Personal Development Plan process.

#### **Management, Planning and Administration**

1. To be responsible for the clinical management, prioritisation and administration of one's own caseload within the guidelines and operational policies set out by the speech & language therapy service.
2. To be responsible for planning and managing own time appropriately.
3. To attend and take an active part in clinical and service meetings.
4. To be responsible for collecting one's own work activity data within set deadlines.
5. To maintain accurate up to date case notes in line with professional standards and University Health Board (UHB) policies.
6. To be responsible for the security, care and maintenance of clinical equipment ensuring standards of infection control are maintained, identifying equipment needs for one's own caseload, and monitoring stock levels in own service area.
7. To observe data protection requirements and maintain the strictest confidentiality in relation to patient records and patient related information whether formally recorded or not.
8. To undertake general administrative tasks delegated by the line manager.

## GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where

staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status

- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

**Date Prepared: 18<sup>th</sup> June 2018**

**Prepared By: Karen Visser, Professional Head of Speech and Language Therapy**

**Date Reviewed: October 2020**

**Reviewed By: Nia Came, Senior Lead for Adult Speech & Language Therapy**

Signed (post holder) \_\_\_\_\_ Date \_\_\_\_\_

Signed (manager) \_\_\_\_\_ Date \_\_\_\_\_

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## PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

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	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
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<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• SLT Degree</li> <li>• HCPC Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of RCSLT</li> <li>• Completed RCSLT Newly Qualified Practitioner Framework</li> <li>• Evidence of post graduate dysphagia training /CPD</li> </ul>	Application Form Certificate Check
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Undergraduate experience of working with adults with a range of communication problems</li> <li>• Experience of working within a multi-disciplinary team</li> <li>• Evidence of demonstrating activities to other</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate experience of working with a range of communication and swallowing disorders</li> <li>• Working through others</li> <li>• Working as a member of the MDT</li> <li>• Participation in teaching/training of others</li> </ul>	Application Form Interview References
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Good time management</li> <li>• Good organisational skills</li> <li>• Highly developed auditory perceptual skills</li> <li>• Self-reflection</li> <li>• Good presentation skills</li> <li>• Analytical/problem solving skills</li> </ul>	<ul style="list-style-type: none"> <li>• IT</li> <li>• Sharing knowledge/skills with others</li> </ul>	Application Form Interview References
<b>SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• HCPC code of conduct</li> <li>• RCSLT Communication Quality</li> <li>• RCSLT Clinical Guidelines</li> <li>• Knowledge of</li> </ul>		Application Form Interview References

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	management options of range of communication problems		
<b>PERSONAL QUALITIES</b> <i>(Demonstrable)</i>	<ul style="list-style-type: none"><li>• Motivated</li><li>• Enthusiastic</li><li>• Flexible approach to work</li><li>• Reliable</li><li>• Team player</li><li>• Empathic</li><li>• Able to deal with distressed clients/families</li><li>• Able to take own initiative</li><li>• Resilient</li></ul>		Application Form Interview References
<b>OTHER</b> <i>(Please Specify)</i>	<ul style="list-style-type: none"><li>• Excellent hearing</li><li>• Ability to make travel arrangements to meet the requirements of the job</li></ul>	<ul style="list-style-type: none"><li>• Ability to speak Welsh</li></ul>	Interview Document Check*

<b>Date Prepared:</b>	June 2018	<b>Prepared By:</b>	Karen Visser
<b>Date Reviewed:</b>	October 2020	<b>Reviewed By:</b>	Nia Came