

JOB DESCRIPTION

JOB DETAILS

Job title:	Specialist Speech and Language Therapist – Learning Disabilities
Job code:	
Band:	6
Location:	Stroud CLDT (support to all Gloucestershire CLDTs when required)
Accountable to:	Head of Profession for Speech & Language Therapy Senior Speech & Language Therapists CLDT Team Managers

JOB PURPOSE

- Provide speech & language therapy input to adults with learning disabilities referred to Gloucestershire Health and Care NHS Foundation Trust Speech and Language Therapy Service
- To provide specialist communication assessment and interventions to individuals or groups of service users
- To provide eating and drinking assessments and interventions to individual service users
- To provide education, training, support and advice to colleagues and carers to enable them to provide the best possible care and quality of life for clients.
- To provide clinical supervision for less experienced Speech and Language Therapists and for Speech and Language Therapy Students
- To carry out delegated tasks in policy development

DIMENSIONS

Dimensions should include the areas to which responsibilities extend and the scale of responsibilities i.e. staff, clients, service user group, equipment, premises, etc.

- Population served – clients with learning disabilities and their carers throughout Gloucestershire referred to the SLT service.
- Responsibilities:
 - to provide an effective speech and language therapy service
 - to engage in peer supervision
 - to maintain equipment/resources and monitor stock levels
- Location of service – Gloucestershire

CORE KEY RESPONSIBILITIES

Clinical

- To assess, develop and implement Specialist Speech and Language Therapy treatment and intervention; ensuring that service users are involved in the planning and prioritisation of their care plans wherever possible.
- To demonstrate a high level of clinical effectiveness, using evidence based practice, adapting practice to meet individual service users' circumstances; including due regard for cultural and linguistic differences, and by evaluating outcomes
- To provide specialist advice to others regarding the management and care of service users/service users with communication and/or feeding and swallowing difficulties
- To plan and prioritise workload, exercising autonomous professional responsibility for the assessment, treatment and discharge of service users with communication and/or feeding and swallowing difficulties
- To demonstrate good negotiation skills across a range of issues and to negotiate with others regarding complex case management issues
- To monitor stock levels in own service area and request new equipment as appropriate
- To be responsible for the security, care and maintenance of equipment – including equipment loaned to service users, ensuring standards of infection control and safety are maintained
- To manage a caseload independently

Leadership / Management

- To maintain appropriate records in electronic or hard copy in line with Trust policies and professional guidelines, including workload data and to use word processing skills to produce service user related reports reflecting specialist knowledge
- To use professional skills and knowledge; including research, service evaluation and audit, to inform service/policy developments
- To contribute to interagency / multi-disciplinary team building and policy development
- To advise line manager on issues of service delivery including shortfall, service pressures etc
- To facilitate the development of others' problem solving/negotiation skills by peer review/supervision
- To provide supervision, advice, support and appraisal, and develop and deliver specialist training, both formal and informal, to assistants, volunteers, non-specialists, carers and other specialists / professionals
- To supervise, evaluate and assess students on placements, including students from other professional groups as appropriate
- To promote actively the involvement of service users and carers; providing information to encourage their involvement and to ensure that they are adequately supported in this involvement.

- To develop innovations in areas of risk management, quality standards setting, clinical effectiveness and building local evidence base
- To initiate and undertake Action Research / Clinical Governance / audit projects within area of clinical expertise
- To collect and provide research data as required
- To interpret and implement national and local policy
- To work independently, accessing appraisal within an Individual Performance Framework at pre-determined intervals.

Professional

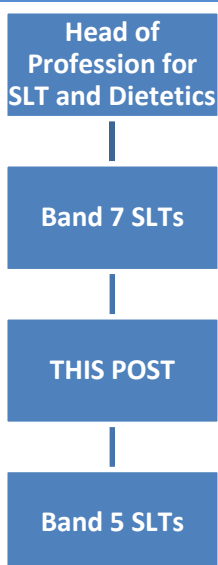
- To be accountable for own professional action and recognise own professional boundaries through interpretation of clinical/professional policies
- To work within defined departmental and national protocols/policies and professional code of conduct

SPECIFIC KEY RESPONSIBILITIES

Add any additional duties that would be specific to this role that are NOT included in the generic job requirements above, the below duties are examples of specific duties for this post and can be deleted / amended as necessary

Respond to emergencies as required following training and as described in Trust policies and procedures

ORGANISATIONAL CHART



COMMUNICATIONS AND WORKING RELATIONSHIPS

- Service users, families, paid and family carers, and advocates
- To fulfil clinical responsibilities by working with multi-disciplinary colleagues, senior management, Social Services staff and managers, staff from voluntary organisations and staff responsible for teaching/training; from within and outside of Gloucestershire as necessary
- To demonstrate empathy with service users, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist
- To advise other colleagues on a range of clinical issues and facilitate their own problem solving skills
- To demonstrate skills in motivating service users and /or carers to engage in the therapeutic process
- To demonstrate established negotiation skills in the management of conflict across a range of situations
- To deal with initial complaints sensitively, avoiding escalation where possible
- To form productive relationships with others who may be under stress and/or have challenging communication difficulties
- To employ excellent communication skills
- To employ excellent presentation skills to promote multi-disciplinary and interagency liaison and collaborative practice to a broad range of audiences, including other professionals and service users
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EFFORT AND HEALTH & SAFETY FACTORS

- To have due regard for personal safety, in particular moving and handling regulations, restraining policies and to ensure the safe positioning of self and others
- To maintain intense concentration in all aspects of service user management for prolonged periods. In particular, to monitor auditory, visual and kinaesthetic aspects of service user's communication, adapting and facilitating according to perceived service user needs
- To be flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions
- To maintain sensitivity at all times to the emotional needs of service users and their carers, in particular when imparting potentially distressing information regarding the nature of their difficulties and implications of the same
- To demonstrate the ability to manage people with challenging behaviours including the application of appropriate management strategies
- To employ appropriate strategies to manage aggressive behaviour within the workplace including physical interventions
- Demonstrate safely and proficiently in emergency situations the use of Basic Life Support, PBM and verbal de-escalation

- Occasional driving which requires assessment of the passenger risks prior to departure, following the agreed policy
- To work within infection control and health and safety guidelines in order to deal appropriately with unpleasant conditions related to service user contact as they arise: for example, frequent (daily) exposure to body fluids – saliva, vomit, urine and faeces
- This post can involve working in noisy environments and with people who are highly distressed; also being faced with severe behavioural, emotional and mental health issues, verbal and physical aggression, highly distressing self-injurious behaviour, family breakdown, physical, emotional or sexual abuse or neglect
- Scrutiny of legal documentation including medication charts, followed by accurate administration of medication in an environment not free from distraction
- Joint responsibility for the safety of service users and staff

MOST CHALLENGING PART OF THE JOB

- Engagement of patients who have complex presentations, display challenging behaviour, who may be de-motivated, have communication difficulties and/or are acutely unwell
- Communication of condition related and / or emotionally distressing information to patients and carers requiring empathy, reassurance and negotiation skills where there may be barriers to understanding
- Working as the sole SLT within a team (with regular professional supervision)
- Management of time and resources
- Managing the expectations of patients, carers, multi-disciplinary team, other services
- Coping with distressing information imparted by patients

GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES

The following are applicable to all posts and all employees:

Trust Values

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

General Duties

To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.

Professional and Personal Development

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Infection Control

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

Health and Safety

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

Confidentiality

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

Safeguarding: Adults and Children (Section 11 of the Children Act 2004)

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

Senior Managers

Under Section 11 of the Children Act, senior managers have a duty to safeguard and promote the welfare of children and young people. There should be a culture of listening to children and taking account of their wishes and feelings (with individual decisions and development of service); effective inter-agency working with awareness of information sharing procedures; safe recruitment and effective Allegations Management procedures in place.

Under The Care Act 2014, there is a requirement to demonstrate compliance with the 6 key principles of the Act: Empowerment, Prevention, Proportionality, Protection, Partnership and Accountability in relation to Safeguarding Adults – Making Safeguarding Personal.

Freedom of Information

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

Working on Non-Trust Premises

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

Smoke Free Premises

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

Diversity and Promoting Dignity at Work

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and

unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

Data Quality

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

On Call Rota (Band 8a and above only)

The Trust provides an on-call rota to ensure that appropriate senior clinical and operational expertise is available on a 24 hours a day, 7 days a week basis, so that significant issues are managed, patients receive continued quality of care and staff on duty out of hours and at weekends have access to the right support at all times. You are therefore required to participate in the Trust's on-call rota (clinical or operational) subject to an assessment of knowledge, skills and experience. Full training and support will be provided.

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Please delete below as appropriate

Physical Intervention Descriptors

Working Well Pre-employment Assessment

Breakaway – Practical training in Breakaway techniques is intended to enable staff to reduce the likelihood, and risk of personal injury due to aggressive verbal or physical behaviour of others by providing evasion and self-protection strategies (**clinical and non-clinical**). Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session and to make controlled body movements. This will include the ability to adopt a stable body position to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso.

Positive Behaviour Management (PBM) – Practical training in the implementation of Physical Intervention techniques that are designed to temporarily gain control of a service user's behaviour at a time when they are placing either themselves or others at risk of injury. Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session. Depending on the technique each trainee will be able to adopt a 'stable stance'; balanced to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso. They will also be able to safely achieve a controlled movement to and from the floor in support of a service user.

Optional paragraph for generic job descriptions only

**Generic job descriptions are a general outline for a given banding for a number of related posts. The detail of how the role is delivered and areas of application can therefore change from post to post.*

PERSON SPECIFICATION

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Band: 6
Location: Stroud CLDT (support to all Gloucestershire CLDTs when required)
Accountable to: Head of Profession for Speech & Language Therapy
 Senior Speech & Language Therapists
 CLDT Team Managers

QUALIFICATIONS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Recognised Speech & Language Therapy Degree Qualification or equivalent	Essential	Application
Health and Care Professions Council – Licence to Practice	Essential	Application
Registered Member of Royal College of Speech & Language Therapist	Essential	Application
RCSLT accredited training in dysphagia management	Essential	Application
Evidence of successful completion of specialist short courses	Desirable	Application
Membership of relevant Special Interest Groups	Desirable	Application
Evidence of post-graduate training in learning disabilities / mental health needs, up to Master's degree level	Desirable	Application

LENGTH AND / OR NATURE OF EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Experience as a Speech and Language Therapist people with learning disabilities or transferable skills from other clinical populations	Essential	Application and interview
Computer literate with specific experience of using IT System, the internet and e-mail	Essential	Application
Experience of acting as focal person	Desirable	Application and interview
Experience of using an intranet system	Desirable	Application
Managing a learning disability caseload	Desirable	Application and interview

PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Demonstrate continuing professional development and willingness to continue.	Essential	Application and interview
Excellent people management skills	Essential	Interview
Excellent communication skills	Essential	Interview
Proven ability to work with colleagues from other professions and agencies in a collaborative manner	Essential	Interview
Partnership working with users and carers	Essential	Interview
Ability to work with service users and carers who are distressed	Essential	Interview

Knowledge and experience of alternative communication systems	Desirable	Interview
Excellent interpersonal skills – including observation, listening and empathy skills	Essential	Interview
Negotiation and Problem solving skills	Essential	Interview
Good analytical and reflection skills	Essential	Interview
Well developed concentration skills	Essential	Interview
Good presentation skills, both written and verbal	Essential	Interview
Good organisational skills	Essential	Interview
Successful completion of mandatory training	Essential	Interview
Generic risk assessment	Essential	Interview
Risk assessment	Essential	Interview
Prioritisation skills	Essential	Interview
Established knowledge of assessment tools relevant to the service user group	Essential	Interview
Understanding of the principles of clinical governance/audit	Essential	Interview
Understanding of the roles of other professionals (relevant to the service user group)	Essential	Interview
Good working knowledge of the Mental Capacity Act and Mental Health Act	Essential	Interview
Excellent understanding of the principles of key national documents	Essential	Interview
Detailed knowledge and ability to apply risk management/taking procedures	Essential	Interview
Up to date clinical knowledge, awareness and understanding of contemporary developments	Essential	Interview
Ability to undertake all statutory and mandatory training including Positive Behavioural Management (PBM)	Essential	Interview

PERSONAL SKILLS ABILITIES AND ATTRIBUTES	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Approachable and flexible	Essential	Interview
Good communication skills (written and verbal)	Essential	Interview
Be able to prioritise tasks and manage time effectively	Essential	Interview
Ability to work under pressure	Essential	Interview
Ability to assimilate new concepts and approaches to care	Essential	Interview
Ability to engage positively with service users	Essential	Interview
Ability to work effectively as a team member	Essential	Interview
Ability to undertake all statutory and mandatory training including Prevention and Management of Violence and Aggression (PMVA)/Positive Behavioural Management (PBM)/Breakaway (delete as appropriate) (subject to Occupational Health clearance)	Essential	Interview
Working knowledge of Microsoft Office packages e.g. Word, Excel, PowerPoint, Publisher and Outlook	Desirable	Application

OTHER REQUIREMENTS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Able to attend and participate in all mandatory and statutory training events	Essential	Application
Car Driver with access to their own vehicle. Ability to travel around the locality as requested, independently and efficiently. (If you have a full driving licence there will be an expectation to drive trust vehicles where required)	Essential	Application
Commitment to developing services and collaborating with other agencies to ensure a positive service user pathway through referral and discharge	Essential	Application and interview
Self management skills and ability to reflect on own practice	Essential	Application and interview
Ability to work flexibly to meet service user need	Essential	interview