

JOB DESCRIPTION

JOB DETAILS

Job title:	Band 5 Speech and Language Therapist
Job code:	
Band:	5
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 speech and language therapy assessment and interventions to individuals or groups of service users with learning disabilities
- 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
- Contribute to the provision of person-centred and high quality health care services
- Participate in the delivery of a specialist service, through the support and implementation of individualised care programmes designed to maximise the service user's health, social and psychological function

DIMENSIONS

- 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

- Provide appropriate Speech & Language Therapy intervention based on assessments and to evaluate outcomes within the framework of the individual service user's programme

- To develop the ability to reflect on auditory, visual and kinaesthetic aspects of service user's communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness
- To make a differential diagnosis on the basis of evidence from assessment, seeking advice from the senior SLT and MDT colleagues as appropriate
- To contribute to the development of clear care plans and communication strategies based on best practice
- To write reports reflecting SLT knowledge
- To provide advice to others regarding the management and care of service users with communication and/or feeding and swallowing difficulties, seeking advice as appropriate
- To demonstrate clinical effectiveness by the use of evidence based practice and outcome measures
- To ensure that service users are involved in the planning and prioritisation of their care plans wherever possible
- To adapt practice to meet individual service users' circumstances
- To develop skills in dealing with complex issues to generate appropriate strategies for caseload management
- To ensure that service user dignity is maintained at all times, their privacy is respected and their needs as individuals are fully considered
- To participate fully in multi-disciplinary working and team building to ensure service users needs are met and appropriate care/treatment is given
- To be aware of, adhere to, and implement service and team plans and policies
- To participate in the development of local clinical guidelines for the area of learning disability/mental health – including autistic spectrum disorders, complex needs and challenging behaviour
- To monitor stock levels and request new equipment as appropriate
- To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained
- To give service users a choice in all decisions affecting their lives and promote independence wherever possible

Professional

- To maintain up to date and accurate case notes in line with RCSLT professional standards and local Trust policies
- To share information with others, observing data protection guidelines
- To work independently, accessing frequent, planned supervision as agreed and appraisal within an individual Performance Framework at pre-determined intervals from the senior Specialist Speech & Language Therapist
- To be accountable for own professional actions and recognise own professional boundaries, seeking advice as appropriate
- To work within defined team protocols/policies and professional code of conduct

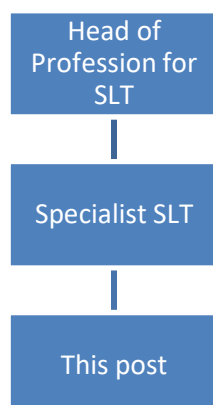
Leadership / Management

- To be an active member of the team working under the direction of the CLDT manager and the Specialist Speech & Language Therapists
- To participate actively in the effective management of all resources
- To manage and prioritise own workload with the support of the senior Speech & Language Therapist
- To contribute to the work of the clinical team and work with other agencies as appropriate to facilitate a clinically effective service
- To be involved in the implementation of health & safety policies and procedures to ensure good working practices and a safe environment
- To maintain an up-to-date awareness of the operational policy of the service and all relevant policies and procedures affecting the teams and the Trust
- To supervise students on placements when appropriate
- To explain the role of Speech & Language Therapists to visitors, students and volunteers
- To assist in the support of students from other professional groups when appropriate
- To assist with the identification of training needs within the team
- To gather activity data accurately and regularly, ensuring the provision of such information promptly within local Trust guidelines
- To participate in and develop innovative practice in the areas of risk management, quality standards settling and clinical effectiveness
- To undertake and participate in research, Clinical Governance and audit projects within the teams

SPECIFIC KEY RESPONSIBILITIES

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

ORGANISATIONAL CHART



COMMUNICATIONS AND WORKING RELATIONSHIPS

- To work in consultation with the senior Speech & Language Therapist, providing detailed feedback on the implementation of individual service user programmes
- To employ excellent communication skills
- To contribute to both multi-disciplinary and uni-disciplinary clinical teams by discussing own and others input to service users' needs, ensuring a well co-ordinated care plan
- To communicate complex condition related information from assessment to service users, carers, families and members of the multi-disciplinary team/other professions
- To work closely with service users, carers and families, agreeing decision making relevant to the service user/service user management
- To demonstrate empathy with service users, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist
- To develop skills in motivating service users and/or carers to engage in the therapeutic process
- To develop 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 maintain active communication with the staff team to ensure effective and consistent delivery of service user care
- To maintain high levels of confidentiality in line with Trust policies and procedures

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

- Prepared to work with people who have the potential to express their needs in an aggressive manner following appropriate training
- Managing within constraints of the team budgets
- Balancing service user need with associated risks
- Providing a high quality service in an environment of local and national skills shortage

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.

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

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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.

Prevention and Management of Violence and Aggression (PMVA) – 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

Job title: Speech and Language Therapist
Job code:
Band: 5
Location: Stroud Community Learning Disability Team (may also be required to travel to CLDTs across Gloucestershire localities)
Accountable to: Head of Profession for Speech and Language Therapy and Dietetics

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
Evidence of successful completion of specialist short courses	Desirable	Application
Membership of relevant Special Interest Groups	Desirable	Application
Ability to manage non-complex dysphagia	Desirable	Application/Interview

LENGTH AND / OR NATURE OF EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Relevant experience at undergraduate/post graduate level	Essential	Application/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/Interview
Experience of using an intranet system	Desirable	Application
Managing a learning disability caseload	Desirable	Application/Interview

PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Demonstrate continuing professional development and willingness to continue.	Essential	Application/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	Application/Interview
Partnership working with users and carers	Essential	Application/Interview
Ability to work with service users and carers who are distressed	Essential	Application/Interview
Knowledge and experience of alternative communication systems	Desirable	Application/Interview
Excellent interpersonal skills – including observation, listening and empathy skills	Essential	Application/Interview
Negotiation and Problem solving skills	Essential	Application/Interview
Good analytical and reflection skills	Essential	Application/Interview
Well developed concentration skills	Essential	Application/Interview

Good presentation skills, both written and verbal	Essential	Application/Interview
Good organisational skills	Essential	Application
Successful completion of mandatory training	Essential	Application
Generic risk assessment	Essential	Application
Risk assessment	Essential	Application
Prioritisation skills	Essential	Application/Interview
Established knowledge of assessment tools relevant to the service user group	Essential	Application/Interview
Understanding of the principles of clinical governance/audit	Essential	Application/Interview
Understanding of the roles of other professionals (relevant to the service user group)	Essential	Application/Interview
Good working knowledge of the Mental Capacity Act and Mental Health Act	Essential	Application/Interview
Excellent understanding of the principles of key national documents	Essential	Application/Interview
Detailed knowledge and ability to apply risk management/taking procedures	Essential	Application/Interview
Up to date clinical knowledge, awareness and understanding of contemporary developments	Essential	Application/Interview
Ability to undertake all statutory and mandatory training including Positive Behavioural Management (PBM)	Essential	Application/Interview

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

OTHER REQUIREMENTS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Able to attend and participate in all mandatory and statutory training events	Essential	Application/Interview
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/Interview
Self management skills and ability to reflect on own practice	Essential	Application/Interview
Ability to work flexibly to meet service user need	Essential	Application/Interview