



Job Description HR13b (Employee)

POST DETAILS

Job Title: Speech and Language Therapist	Band: 5
Main Location: Erewash	Salary: agenda for change
Reports to: SLT Team Leader	Accountable to: SLT Service Manager
Working Pattern: Monday - Friday	Job Type: Clinical
Date: April 2024	

KEY PURPOSE/SUMMARY

To provide a clinical service to children and young people with communication/eating/drinking /swallowing difficulties in a variety of settings, including education settings, nurseries, clinics and clients' homes

ORGANISATIONAL CHART/STRUCTURE

SLT Service Manager
|
Team Leader
|
SLT





KEY DUTIES TASKS AND RESPONSIBILITIES

- To maintain up to date and accurate records in line with RCSLT professional standards and local trust policies
- Carry out comprehensive communication and/or eating and drinking assessments of clients/ environments using a range of observational and formal tools:
 - In order to provide appropriate and effective intervention
 - To inform others and facilitate a holistic approach
 - To evaluate and measure outcomes.
- To provide person centred goal directed interventions (through one to one, group, and Consultancy Model).
- To work in collaboration within the team around the child including family, carers and colleagues from a range of professions.
- To contribute to the development of the services provided by SLT.
- To enable others, including Speech and Language Therapy Assistants and other unregistered colleagues through formal, informal training and support to meet the communication and/or eating/drinking needs of clients.
- To reflect on all aspects of clients' communication and to identify appropriate strategies to facilitate and enhance communication effectiveness
- To recognise potential relationship breakdown and conflict when it occurs and seek advice and support to resolve
- To be aware of and adhere to service and team plans and policies
- To participate in departmental research and clinical governance / audit projects
- To identify personal/professional development evidenced by Personal Development Plan/ Professional Portfolio developed within an appraisal framework
- To attend relevant training and development in order to maintain skills and knowledge and maintain up to date HCPC registration
- To keep up to date with new techniques and developments for the promotion and maintenance of good practice
- To attend relevant courses, meetings and clinical excellence networks
- To develop a working knowledge of relevant procedures including: Safeguarding Children, Working with Vulnerable Adults and other legal frameworks
- To develop a working knowledge of the principles of Clinical Governance and their application to professional practice
- To use specialist knowledge to inform sound clinical judgements/decision making for case management
- To make a differential diagnosis on the basis of evidence from assessment seeking advice as appropriate
- To demonstrate the ability to reflect on practice with peers and mentors and identify own strengths and development needs.

Patient Care

- To assess, develop and implement Speech and Language Therapy treatment
- To provide specialist advice to others regarding the management and care of



patients/clients with communication and/or eating/drinking and swallowing difficulties

- To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures
- To write reports reflecting specialist knowledge
- To adapt practice to meet individual clients' and families' circumstances, including due regard for cultural, linguistic and cognitive differences
- To ensure that clients are involved in the planning and prioritisation of their care plans wherever possible
- To provide appropriate specialist intervention and evaluate outcomes
- To negotiate with others around case management in complex cases
- To manage complex specialist cases
- To develop clear care plans based on best practice
- To adapt practice to meet individual patient/client circumstances
- To manage and prioritise own caseload following local protocols.

Financial Resources/Management

- 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 ensuring standards of infection control and safety are maintained – including equipment loaned to clients

Autonomy/Scope within Role

- To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate
- To work within broad departmental guidelines, Trust policy, RCSLT clinical guidelines and HCPC professional code of conduct.
- To work independently accessing appraisal within an Individual Performance Framework at pre-determined intervals
- To manage and prioritise own caseload
- To manage complex caseload independently.

KEY RELATIONSHIPS

The post holder will demonstrate professional, well established and effective communication skills, both within and external to the organisation.

Key Working Relationships Internal

- To supervise the work of assistants and volunteers and Speech and Language Practitioners
- To provide input to student placements as appropriate
- To provide mentoring, advice and support to more junior Speech and Language Therapists, assistants and volunteers.
- To negotiate with carers, clients and others around individual case management
- To resolve informal complaints.



Key Working Relationships External

- To share information with others, observing data protection guidelines
- To explain the Role of Speech and Language Therapists to visitors, students and volunteers
- To assist in the support of students from other professional groups as appropriate
- To provide regular specialist training on a range of topics
- To contribute to interagency/multi-disciplinary team building
- To participate in the delivery and development of training (formal and informal) to others with and without support
- To provide advice to non-specialists and other specialists/professionals within clinical field

KEY VALUES: WORKING THE DCHS WAY

Our Vision

“To be the best provider of local health care and be a great place to work”

Our Values

- To get the basics right
- To act with compassion and respect
- To make a difference
- To value and develop teamwork
- To value everyone's contribution: “everyone matters”

EFFORT REQUIRED WITHIN THE ROLE AND WORKING ENVIRONMENT

The post holder will be expected to perform a degree of effort within the context of the role capturing elements of physical, mental and emotional demands.

Physical

- To have due regard for own personal safety and that of patients/carers, in particular to have regard to moving and handling regulations, restraining policies and ensure the safe positioning of self and others.



Emotional

- To maintain sensitivity at all times to the emotional needs of clients and their carers, in particular when imparting potentially distressing information regarding the nature and implication of the client's difficulties
- To employ counselling skills with patients, carers/clients with highly complex needs

Mental

- To communicate complex condition related information from assessment to clients, carers, families and members of the multi-disciplinary team/other professions
- To work closely with clients, carers and families, agreeing decision making relevant to the patient/client management
- To demonstrate empathy with clients, carers, and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist
- To advise colleagues on a range of clinical issues and facilitate their own problem-solving skills
- To apply skills in motivating clients and/or carers to engage in the therapeutic process
- To apply 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

Working Environment

- To work within infection control and health and safety guidelines in order to deal appropriately with unpleasant conditions related to client contact as they arise: for example, exposure to body fluids, infectious conditions, encountered on a regular basis
- The post holder must be aware of the responsibilities placed upon them under the Health & Safety Act 1974 to ensure that agreed procedures are carried out and that a safe working environment is maintained for patients, visitors and employees

JOB DESCRIPTION AGREEMENT:

Job Holder's Name and Signature:

Date:

Line Manager's Name and Signature:

Date:



PERSON SPECIFICATION

Is the criteria essential or desirable and how will it be assessed

Education, Qualifications and Training	Criteria	Assessment
	Essential/Desirable	
<ul style="list-style-type: none"> Recognised Speech and Language Therapy Degree Qualification – awarded or imminent 	Essential	Application & Certificate
<ul style="list-style-type: none"> Health and Care Professions Council Registration – in place or applied for 	Essential	Application & Certificate
<ul style="list-style-type: none"> Post graduate certificate in Dysphagia management 	Desirable	Application & Certificate
<ul style="list-style-type: none"> Evidence of post qualification CPD 	Desirable	Application & Certificate
Experience and Knowledge Required	Criteria	Assessment
	Essential/Desirable	
<ul style="list-style-type: none"> Relevant experience of working with a range of speech, language, and communication difficulties 	Essential	Application & Interview
<ul style="list-style-type: none"> Relevant experience in a range of settings which could include early years and education settings, working with clients with communication impairments and dysphagia, and their families and carers 	Essential	Application & Interview
<ul style="list-style-type: none"> Knowledge of assessment tools relevant to client group 	Essential	Application & Interview
<ul style="list-style-type: none"> Knowledge of national policies and procedures (relevant to the client group) 	Essential	Application & Interview
<ul style="list-style-type: none"> Knowledge and application of professional standards and code of conduct 	Essential	Application & Interview
<ul style="list-style-type: none"> Knowledge of a range of appropriate therapeutic 	Essential	Application and interview



interventions (relevant to the client group)		
• Post qualification experience as SLT in NHS	Desirable	Application & Interview
• Experience of coaching/mentoring others	Desirable	Application & Interview

Skills and Attributes

	Essential/Desirable	Assessment
• Excellent interpersonal skills – including observation, listening and empathy skills.	Essential	Interview & Reference
• Negotiation and problem-solving skills	Essential	Interview & Reference
• Demonstrates good analytical and reflection skills	Essential	Application, Interview & Reference
• Understands the needs of different groups of patients	Essential	Application, Interview & Reference
• Well developed concentration skills	Essential	Interview & Reference
• Good presentation skills, both written and verbal	Essential	Application, Interview & Reference
• Good organisation skills	Essential	Application, Interview & Reference
• Prioritisation skills	Essential	Interview & Reference
• Good auditory discrimination skills and ability to transcribe speech phonetically	Essential	Application, Interview & Reference



• Demonstrates ability to be a good team member	Essential	Application, Interview & Reference
• Awareness of the principles of clinical governance/audit	Essential	Application & Interview
• Awareness of the roles of other professionals (relevant to the client group)	Essential	Application & Interview
• Awareness of standards of record keeping	Essential	Application & Interview
• Evidence of application of principles of evidence-based practice and research methodology	Essential	Application & Interview
• Knowledge of another community language	Desirable	Application
• Understanding of/experience with AAC aids, programmes, devices	Desirable	Application & Interview
• Experience of supporting clients with signing and/or using symbols	Desirable	Application & Interview



Aptitude and Personal Qualities

Essential/Desirable

Assessment

- | | | |
|--|-----------|------------------------------------|
| • Able to work as part of MDT and multi-agency teams | Essential | Application, Interview & Reference |
| • Organised | Essential | Interview & Reference |
| • Able to maintain judgement under pressure | Essential | Interview & Reference |
| • Calm and confident manner | Essential | Interview & Reference |
| • Able to motivate and enable others | Essential | Application, Interview & Reference |

Values, Drivers and Motivators

Essential/Desirable

Assessment

- | | | |
|---|-----------|-------------------------|
| • Adaptable to change | Essential | Interview & Reference |
| • Positive attitude with a creative 'can do' approach | Essential | Interview & Reference |
| • Mobile between work locations | Essential | Application & Interview |
| • Driver's license, own transport and willing to use it on Trust business | Essential | Application & Interview |

E = Essential D = Desirable A = Application I = Interview T = Test C = Certificate R = Reference