

## JOB DESCRIPTION

### JOB DETAILS:

Job Title:	<b>Specialist Speech and Language Therapist</b>
Band:	Band 6
Directorate:	Mental Health and Learning Disabilities
Department:	Learning Disabilities
Base:	East Somerset, base to be confirmed
Responsible for:	Providing a Speech and Language Therapy service for adults with learning disabilities who have communication and/or eating, drinking and swallowing needs.
Responsible to:	Clinical Lead for Speech and Language Therapy (Learning Disabilities)
JD updated:	17.01.2024

### Department Core Purpose

The Specialist Learning Disabilities Health Team supports the health needs of adults with learning disabilities.

### Job Purpose:

Within the Specialist Learning Disabilities Health Team, the Speech and Language Therapy team provides a specialist service to support the communication and eating, drinking and swallowing needs (dysphagia) of adults with learning disabilities by carrying out the appropriate assessment and developing a Care Plan. This includes face to face support and multi-disciplinary working. Speech and Language Therapy also offers support to carers, paid and familial. Speech and Language Therapy also offers specialist dysphagia training to support intervention.



## **Duties and Responsibilities**

<b>Communication and Key Working Relationships</b>
<ul style="list-style-type: none"><li>• Service Users.</li><li>• Carers, paid and familial.</li><li>• Clinical Specialist and Specialist Speech and Language Therapists</li><li>• Clinical Lead Speech and Language Therapy (Learning Disabilities)</li><li>• Health Resource Technician (Learning Disabilities)</li><li>• Operational Manager (Learning Disabilities)</li><li>• Team Managers (Learning Disabilities)</li><li>• Other members of the Specialist Learning Disability Health Team</li><li>• Staff from Learning Disability Care Providers</li><li>• Primary and Secondary healthcare professionals</li><li>• Adult Social Care</li><li>• All other relevant stakeholders</li></ul>
<b>Planning and Organisation</b>
The post holder is required to be flexible in developing the role in accordance with changes in the Trust's organisational objectives and priorities.
<b>Analytics</b>
Post holder will analyse assessment findings to formulate clinically appropriate Care Plans. Post holder will use the Trust's electronic patient record system.
<b>Responsibility for Patient/Client Care, Treatment &amp; Therapy</b>
Post holder will work autonomously with regular clinical and management supervision.
<b>Policy, Service, Research &amp; Development Responsibility</b>
Post holder will adhere to professional standards as set by the HCPC and RCSLT, Trust policies, and legal frameworks. Post holder will be responsible for their continuing professional development and the recording of this as stated by the HCPC and RCSLT.
<b>Responsibility for Finance, Equipment &amp; Other Resources</b>
Post holder is responsible for appropriate suggestions of equipment purchase and use of Trust equipment.
<b>Responsibility for Supervision, Leadership &amp; Management</b>
Opportunities to deliver supervision may be possible within this role. Post holder will have regular clinical and management supervision and work in accordance to the Trust's Supervision policy.
<b>Information Resources &amp; Administrative Duties</b>
Post holder will maintain appropriate clinical records as stated by the HCPC and RCSLT. Post holder will use Microsoft Office to facilitate communication and writing Care Plans.
<b>Any Other Specific Tasks Required</b>
Delivering clinical relevant training.



## **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

## **General Information**

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

## **Confidentiality**

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

## **Equality & Diversity**

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

## **Safeguarding**

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

## **Risk Management / Health and Safety**

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role.

## **Records Management**

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

## **Clinical Governance**

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.



## **Prevention and Control of Healthcare Associated Infection**

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

## **Policies & Procedures**

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

## **Sustainability Clause**

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

## **Review of Job Description**

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder. All employees have a responsibility to abide by all Trust Policies.

## ***Clinical Responsibilities:***

**To autonomously manage and be accountable for providing a specialist and evidence-based Speech and Language Therapy (SLT) Service to adults with learning disabilities.**

Key tasks:

- To proactively contribute to the multi-disciplinary assessment and care management process, to ensure care is well co-ordinated.
- To work to the requirements of the Mental Capacity Act (MCA).
- To provide a specialist level of assessment, diagnosis and treatment with a caseload of adults with learning disabilities who have communication disorders, across all relevant communication environments. Service users may present with challenging behaviour, autism spectrum disorder, sensory loss, mental health and physical disabilities.
- To involve service users, families, carers, staff teams and others in SLT interventions in an appropriate manner.
- To show creativity in applying clinical knowledge to supporting adults with learning disabilities to ensure that intervention is flexible and person-centred.
- To write specialist reports and Care Plans that provide an assessment, diagnosis and intervention plan, which are evidence-based and comply with best practice.
- To contribute to case conferences, reviews and multi-disciplinary meetings.
- To evaluate the outcome of intervention and discharge and/or refer on to other services as and when is appropriate.
- To advise on the development and use of appropriate communication resources.
- To manage the caseload independently and seek advice as appropriate.
- To demonstrate sound clinical judgement in caseload management and prioritisation.



**To balance the demands of the role.**

Key tasks:

- To show skills in dealing with complex issues and to generate appropriate strategies for workload management, within existing processes.
- To respond to urgent referrals in a timely manner, in conjunction with the Clinical Specialist Speech and Language Therapists and Clinical Lead.
- To act on behalf of other Speech and Language Therapists, when necessary.
- To manage time effectively and show flexibility to demands such as unpredictable work patterns, deadlines and frequent interruptions.
- To work in difficult and distressing circumstances, dealing with sensitive and contentious issues when necessary.

**To be responsible and accountable for delivering an evidence-based Speech and Language Therapy Service to adults with learning disabilities who have dysphagia.**

Key tasks:

- To assess, diagnose and treat adults with learning disabilities and dysphagia, commensurate with skills and experience, seeking further advice when necessary.
- To advise on the clinical appropriacy and safety of oral intake and refer on when appropriate.
- To promote the understanding of dysphagia to families and carers supporting adults with learning disabilities.
- To contribute to dysphagia training to staff and others.
- To use assessment techniques requiring accuracy as appropriate and/or indicated.
- To work alongside other professionals in the field of dysphagia e.g. MDT members, dietitians, medical practitioners.
- To liaise with other Speech and Language Therapy Services when required.
- To attend videofluoroscopy clinics following referral of service users with learning disabilities to this service.

**To contribute to the design, development, delivery and review of specialist training delivered by the Learning Disability Speech and Language Therapy Service to other professionals, carers, and families.****To practice in a way that promotes and develops Inclusive Communication Environments (ICE).*****Management Responsibilities:***

**To be responsible for day to day supervision, support and training of Speech and Language Therapy students.**

***General Responsibilities:***

**In all areas of work to be responsible for own professional actions, recognise own professional boundaries and competence and to seek advice and support when necessary.**

**To actively prepare for and participate in regular Speech and Language Therapy team meetings, relevant Clinical Excellence Network meetings, LD meetings, in-service training and implement any action plans related to these meetings. This may include preparing information, taking minutes, presenting clinical papers.**



**To attend and contribute to peer supervision sessions and management/clinical supervision in order to develop and maintain clinical skills and judgements.**

**To maintain accurate and timely progress notes and Care Plans that reflect assessment, diagnosis and proposed management in line with Trust policies, Speech and Language Therapy service and professional standards.**

**To keep activity data and provide to the Clinical lead SLT as requested.**

**To work to the policies of Somerset NHS Foundation Trust, the operational policies of the Learning Disability Speech and Language Therapy Service and the Specialist Learning Disabilities Health Team.**

**From time to time, to carry out duties appropriate to grade and experience, which may be reasonably requested by the Clinical lead SLT.**

**To be responsible for the development, use and storage of communication resources.**

**To be responsible for the security, care and maintenance of Speech and Language Therapy equipment, ensuring standards of infection control and safety are maintained.**

**To have shared responsibility for ensuring that desks and cabinets are locked and keys are stored securely at the end of each working day.**

**To work closely with members of the LD Speech and Language Therapy team to develop and implement service initiatives into clinical practice.**

**To work closely with members of the LD Speech and Language Therapy team in quality initiatives, including clinical audits, research and policy development to ensure that departmental procedures are compliant with national standards set by the Royal College of Speech and Language Therapists.**

**To participate in and contribute to innovations and developments in areas of risk management, quality standards setting and clinical effectiveness to ensure department is meeting Trust guidelines.**

**To contribute to and participate in the development of team projects and undertake delegated tasks / or a team project with support / supervision from line manager.**

**To promote the understanding of Speech and Language Therapy internally and externally.**

**To provide cover during annual leave, sickness, study leave for other team members.**

**To maintain sensitivity at all times to the emotional needs of service users and/ or their carers, in particular when imparting potentially highly distressing information regarding the nature of dysphagia and/or communication difficulties and implications of these.**

**To maintain intense concentration in all aspects of service user management for prolonged periods of time. In particular to monitor auditory, visual and kinaesthetic**



**aspects of patients' communication, adapting and facilitating according to perceived patient needs, including cultural and linguistic differences.**

## **WORKING CONDITIONS**

The post will involve a combination of sitting, standing and walking and will require sitting in a restricted position whilst performing assessments.

The post will involve working with people who present a challenge to services.

The post will involve exposure to bodily fluids.

Occasional attendance at videofluoroscopy clinics.





## Person Specification

Requirement	Essential / Desirable	How Assessed
<b><u>PROFESSIONAL REGISTRATION</u></b> HCPC	E	HCPC register and membership number.
<b><u>QUALIFICATIONS &amp; TRAINING</u></b> Speech and Language Therapy degree.	E	Provision of certificate.
<b><u>KNOWLEDGE</u></b> Communication assessment and intervention planning. Dysphagia assessment and intervention planning.	E	Application. Interview.
<b><u>EXPERIENCE</u></b> Communication assessment and intervention planning. Dysphagia assessment and intervention planning. Managing a clinical caseload.  Supporting adults with learning disabilities. Delivering training.	E    D	Application. Interview.
<b><u>COMMUNICATION SKILLS</u></b> Able to demonstrate a good standard of the English language.	E	Application. Interview.
<b><u>PLANNING &amp; ORGANISING SKILLS</u></b> Managing time effectively. Managing and prioritising a clinical caseload alongside other required duties.	E	Application. Interview.
<b><u>PHYSICAL SKILLS</u></b> Sitting, standing and walking, including sitting in a restricted position whilst performing assessments.	E	Application. Interview.
<b><u>OTHER</u></b> Willingness to use technology to improve standards of care and support to service users. Hold a full and valid driving licence and have a car for work purposes.	E	Application. Interview. Showing of driving licence.
<b><u>SUPPORTING BEHAVIOURS</u></b>  To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values. <ul style="list-style-type: none"> <li>• Kindness</li> <li>• Respect</li> <li>• Teamwork</li> </ul>		





### SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable/unpleasant physical conditions	X		Potentially during assessment and observation. Unlikely to be frequent.
Working in physically cramped conditions	X		Potentially during assessment and observation. Unlikely to be frequent.
Lifting weights, equipment or patients with mechanical aids		X	
Lifting or weights / equipment without mechanical aids		X	
Moving patients without mechanical aids		X	
Making repetitive movements		X	
Climbing or crawling	X		May sit on floor when assessing/observing a service user. Unlikely to be frequent.
Manipulating objects		X	
Manual digging		X	
Running	X		May be necessary if service user displays behaviour that challenges. Unlikely to be frequent.
Standing/sitting with limited scope for movements for long periods of time	X		Potentially during assessment and observation. Unlikely to be frequent.
Kneeling, crouching, twisting, bending or stretching	X		Potentially during assessment and observation. Unlikely to be frequent.
Standing/walking for substantial periods of time	X		Potentially during assessment and observation. Unlikely to be frequent.
Heavy duty cleaning		X	
Pushing/pulling trolleys or similar		X	
Working at heights		X	
Restraint i.e.: jobs requiring training/ certification in physical interventions		X	
<b>Mental Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Interruptions and the requirement to change from one task to another ( give examples)	X		Potentially daily.
Carry out formal student / trainee assessments	X		Not frequently.
Carry out clinical/social care interventions	X		Clinical interventions potentially daily.
Analyse statistics	X		As part of research and CPD.
Operate equipment/ machinery		X	



Give evidence in a court /tribunal/formal hearings	X		Potentially but unlikely.
Attend meetings	X		As required. Likely to be a requirement each week.
Carry out screening tests/microscope work		X	
Prepare detailed reports	X		Writing Care Plans and reports is an expected duty.
Check documents	X		Analyse recording sheets.
Drive a vehicle	X		Expected part of duty.
Carry out calculations		X	
Carry out clinical diagnosis	X		Expected part of duty.
Carry out non-clinical fault finding		X	Post holder will be expected to raise quality concerns and safeguardings as appropriate.
<b>Emotional Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Processing (eg: typing/ transmitting) news of highly distressing events	X		On occasion, depending of service user needs.
Giving unwelcome news to patients/clients/ carers/staff	X		On occasion, depending of service user needs.
Caring for the terminally ill	X		On occasion, depending of service user needs, post holder may contribute to end of life support regarding communication and dysphagia needs.
Dealing with difficult situations/circumstances	X		On occasion, depending of service user needs.
Designated to provide emotional support to front line staff.	X		Unlikely to be designated, by occur if they happen to be co-located and colleague is distressed. Would be expected to escalate this to Leads and Management as necessary.
Communicating life changing events.	X		On occasion, depending of service user needs.
Dealing with people with challenging behaviour.	X		Dependent on service user need.
Arriving at the scene of a serious incident.	X		Would not be expected to attend, but may arrive for previously arranged appointment and not be aware of incident.
<b>Working conditions – does this post involve working in any of the following:</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Inclement weather		X	
Excessive temperatures		X	
Unpleasant smells or odours	X		Dependent of circumstance and service user need, but unlikely.
Noxious fumes		X	
Excessive noise &/or vibration	X		Not vibration. Noise would be dependent of circumstance and service user need, but unlikely.
Use of VDU more or less continuously	X		Daily use is likely and can be protracted periods of time.
Unpleasant substances/ non household waste	X		Dependent of circumstance and service user need, but unlikely.



Infectious Material/Foul linen		X	
Body fluids, faeces, vomit	X		Dependent of circumstance and service user need, but unlikely. More likely to occur during dysphagia support.
Dust/Dirt		X	
Humidity		X	
Contaminated equipment or work areas	X		Dependent of circumstance and service user need, but unlikely.
Driving/being driven in <b>Normal</b> situations	X		Expected part of duty.
Driving / being driven in <b>Emergency</b> situations		X	
Fleas or Lice	X		May be exposed to this during clinical visits, but unlikely.
Exposure to dangerous chemicals / substances in / not in containers		X	
Exposure to Aggressive Verbal behaviour	X		Dependent of clinical caseload.
Exposure to Aggressive Physical behaviour	X		Dependent of clinical caseload.

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

### Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:		17.01.2024	

