

## **Job Description**

<b>Post:</b>	Specialist Speech & Language Therapist
<b>Band:</b>	6
<b>Location/Base:</b>	Adult Community Learning Disability Team
<b>Responsible to:</b>	Clinical Supervisor
<b>Main Contacts:</b>	People with Learning Disabilities, Carers/family members, other professionals within the multidisciplinary team, provider services, other staff within Pennine Care NHS Foundation Trust and other agencies as appropriate / students and other visitors.

## **Job Summary**

To provide specialist assessment, diagnosis and intervention for adults with a learning disability and other associated conditions, who have complex communication needs and / or dysphagia. To liaise with a wide range of professionals, carers, families and external agencies to ensure efficient, high quality patient / client care and to contribute to multi-disciplinary policies and protocols.

## **Main Duties and Responsibilities**

To undertake highly complex swallowing and communication assessments in order to diagnose speech; language; communication and swallowing disorders.

To develop hypotheses based on assessment and implement Specialist Speech & Language Therapy treatment and programmes of care and discharge appropriately.

To make clinical decisions following assessment and develop specialist individualised care plans based on best practice and to develop appropriate strategies to facilitate communicative effectiveness and reduce risks associated with dysphagia and promote health and well-being for individuals with learning disabilities.

To compile reports and specialist assessments reflecting specialist knowledge, providing appropriate intervention and evaluating outcomes

To work as part of clinical teams both multi-disciplinary and uni disciplinary by discussing own and others' input around the client's needs ensuring a well co-ordinated care plan.

To work closely with clients, carers, and families, agreeing decision making relevant to the client management and in this way ensure that clients are involved in the planning and prioritisation of their care plans at a level they understand wherever possible.

To demonstrate knowledge of, and adhere to RCSLT Professional and Clinical and National and Local Clinical Guidelines and standards for advice and clinical interventions.

To work within defined legal, service and national protocols and / or policies and professional codes of conduct.

To work collaboratively with a range of staff from the multi-disciplinary learning disability teams, other service providers and referrers, to assess needs and formulate action plans along directorate care pathways.

## **Clinical**

To monitor, review and update all treatment plans and programmes of care to take account of progress, deterioration or other changes in the client's condition, circumstances or communication or swallowing.

To independently prioritise, organise and manage a specialist clinical caseload with autonomy, seeking support when required.

To provide specialist clinical advice to others including carers and professionals regarding the management and care of clients with communication and swallowing difficulties.

To use evidence based practice to inform clinical decision making in relation to communication impairments and dysphagia.

To reflect on the auditory, visual and kinaesthetic aspects of clients' communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness.

To consider the environmental, social and behavioural aspects of clients' communication in identifying appropriate strategies to enhance communication.

To demonstrate skills in motivating clients and/or carers to engage in the therapeutic process.

To employ counselling skills with patients, carers/clients with highly complex needs, seeking support where appropriate.

To maintain sensitivity to the emotional needs of the clients and carers in particular when imparting potentially distressing information regarding the nature and implications of their difficulties.

To form productive relationships with others who may be under stress and / or have challenging communication difficulties and challenging behaviour.

To demonstrate the ability to manage clients with challenging behaviours including the application of appropriate management strategies.

To provide an advocacy role in helping clients and carers express their needs.

To demonstrate empathy with clients, their carers, families and colleagues, ensuring that effective communication is achieved, particularly where there are existing barriers to understanding.

To adapt practice to meet individual client's circumstances, including giving due regard for cultural and linguistic differences.

To communicate complex condition related information from assessment, including diagnosis to clients, carers, families and members of the multidisciplinary team/ other professionals.

To demonstrate negotiation skills in the management of conflict and generating possible solutions across a range of situations, seeking support where appropriate.

To deal with initial complaints sensitively, avoiding escalation where possible following Trust policy.

To maintain professionalism and sensitivity in highly charged emotional situations e.g. disclosure of abuse children or vulnerable adults, or working with clients with degenerative conditions.

To refer clients to other services as appropriate.

To use specialist knowledge to inform service/policy developments and to assume delegated tasks as requested by line manager, including participation in working groups, policy development groups etc.

To produce reports and care plans reflecting specialist knowledge.

To independently attend case conferences and review meetings.

To adhere to professional standards for advice and clinical interventions.

To contribute to interagency/multidisciplinary team building and policy development.

To provide advice and supervision to Speech and Language Therapy Assistant.

To contribute to the development of local clinical guidelines supported by the highly specialist Speech and Language Therapist.

To advise Line Manager on issues of service delivery including shortfalls and service pressures to facilitate planning and enhance service provision.

To develop care protocols/packages relating to specialist area in liaison with line manager to improve client care.

To be aware of and implement relevant legislation, service and team plans, policies and procedures.

To use computer software to develop individualised communication aids for clients.

To inform their Manager of risk issues and take responsibility for or contribute to writing risk assessments as necessary.

## **Professional**

To be accountable for own professional action when carrying out routine tasks and tasks delegated by Team Manager. To recognise own professional boundaries, seeking advice as appropriate and through regular supervision.

To demonstrate well developed skills in time management and personal organisation.

To demonstrate the ability to reflect on practice with peers and mentors; identify own strengths and development needs and provide evidence of sound clinical judgement.

To participate in an annual appraisal of clinical and professional skills through the Individual Performance Framework and review progress to meet objectives at pre-determined intervals.

To attend relevant training and development in order to maintain and develop skills and knowledge required of a specialist therapist and maintain up to date HCPC registration.

To have a working knowledge of the principles of Clinical Governance and their application to professional practice.

To attend staff and team meetings and actively participate in the service's system of clinical supervision, including peer supervision and clinical groups.

To provide clinical supervision to junior members of staff including Speech and Language Therapy Assistant.

To collect and provide research data as required.

To take responsibility within own team to keep abreast of research and developments in area of clinical expertise, ensuring evidence based practice.

To participate in and develop innovations in areas of clinical risk management, quality standards setting and clinical effectiveness.

To participate in small studies / audit / evaluation projects in own clinical area in consultation with team manager.

To participate in departmental research and clinical governance/audit projects in consultation with team manager.

## **Teaching, training and research / development**

To attend postgraduate and specialist short courses and advanced training in clinical specialist area.

To participate in the planning and delivery of generic and client focused training in specialist clinical area, adapting to a range of audiences, eg people using LDS (clients with communication and swallowing difficulties), SLT colleagues, assistants, other Allied Health Professionals, medical, education, students, Social Services and voluntary sector personnel.

To support students from other professional groups as appropriate within own area, eg Learning Disability Nursing and Social Work students based in locality teams in consultation with the Team Manager.

To provide training, mentoring, advice and support to assistants and volunteers.

To provide specialised training and evaluation of undergraduate students on clinical placement.

To explain the role of Speech and Language Therapists to visitors, students and volunteers.

## **Administrative**

To maintain up to date and accurate case notes in line with HCPC professional standards and local Trust policies.

To observe data protection guidelines at all times when sharing information with others.

To gather and update activity data accurately and regularly, ensuring the provision of such information promptly within local Trust guidelines.

To request new equipment as appropriate to meet the needs of the client group.

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process

## **General Duties of all post holders**

- 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 be aware of and work towards the Trusts strategic goals.

## **Standards of Business Conduct**

- The post holder will be required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relative and suppliers.
- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities.
- The post holder must comply with and support the development of the performance standards within the service/department to ensure the service is responsive to and meets the needs of its customers.
- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.
- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner.
- All post holders who are members of a professional body must comply with standards of professional practice / conduct. It is the post holders' responsibilities to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.

## **Equality and Diversity and Equal Opportunities**

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.
- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures.
- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times.

## **Safeguarding**

- Appointments to regulated and controlled activities require an enhanced DBS disclosure.
- Pennine Care NHS Foundation Trust (PCFT) employees have a statutory duty to promote the welfare of children and young people and to protect adults; enabling them to live free from harm, abuse and neglect.
- Engagement with safeguarding training, in line with responsibilities, is mandatory for all PCFT employees. PCFT employees must familiarise themselves with policies and procedures and adhere to these.
- It is the responsibility of all staff to report safeguarding concerns and familiarise themselves with who to contact in order to do this or seek further guidance.

## **Professional and Personal Development**

- The post holder must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction Programme.
- The post holder will be involved in a formal appraisal and yearly conversations review 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.
- The post holder will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

## **Confidentiality and Information Governance**

- Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to confidential documents and information relating to patients, service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the NHS unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence has been established.
- All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.
- The post holder must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. The post holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
- The post holder must work to the requirements of data protection laws as applicable to the UK, which includes the General Data Protection Regulations (GDPR).

## **Health and Safety at Work**

- The post holder is required to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.
- The post holder is responsible for ensuring that they do not intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment.
- The post holder is required to contribute to the control of risk and must report immediately, using the Trust Incident reporting system, any incident, accident or

near miss involving patients, service users, carers, staff, contractors or members of the public.

- All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.

## **Infection Control**

- Infection Prevention and Control is the responsibility of all Trust staff.
- All staff members have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.

## **Sustainability / Net Zero Carbon**

Pennine Care are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy / water, minimise wastage in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- **Energy:** Switch off non-essential electrical equipment / lighting when not in use. Report heating issues, building too hot / too cold to the Estates Team.
- **Water:** Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.
- **Waste:** Follow the Trust waste policy – Reduce – Reuse – Recycle do not overorder equipment / medicines. Healthcare waste must be disposed of in line with the Trust's waste management policy.
- **Biodiversity:** Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the estate team for further details
- **Transport & Travel:** Where possible lift share, cycle, walk or use public transport