

## Job description for Speech & Language Therapist

### Band 5

#### About us – team NHFT

As a **health and wellbeing organisation** here at **team NHFT** we are dedicated to continually **innovate** and **strive to make a difference** to our community and those working for our Trust, we aim to serve the people of Northamptonshire and surrounding areas with **safe, quality care**. We deliver this from an understanding of our local healthcare needs, economy and the changing demands of our community.

**Our mission**, **making a difference for you, with you** was chosen by our staff and stakeholders. It means in everything we do and through every service we provide, we want to make a **positive difference in people's lives** – for **those we care for**, **those we work with** and **those who work with us**. **Everyone is part of our team**.

Our core strategy is to be an **employer of choice**, **a great place to work** and be known for a **diverse and inclusive culture** whose staff feel **valued**. We provide a range of NHS services including physical, mental health and specialty services provided in hospital settings and out in the community within schools, GP clinics and patients own homes.

Here at NHFT we pride ourselves on our 54321 roadmap, pictured here which encompasses our **PRIDE values**, **leadership behaviours**, **teams**, **enablers** and **our mission** all of which are driven by **our vision of 'being a leading provider of outstanding, compassionate care'**. We are extremely proud to say this has also been recognised by the Care Quality Commission (CQC) and our CQC rating of **Outstanding for team NHFT**.



## This role...

The post holder will:

- Be a qualified Speech and Language Therapist (SLT).
- Independently manage a caseload receiving and accessing support and supervision from senior colleagues.
- Supervise students with support.
- Supervise SLT Support Practitioners and volunteers when required.
- Participate in the development and delivery of training to others.

## About you

Behaviours and Values	Knowledge and Experience
<ul style="list-style-type: none"><li>• Approachable and accessible to colleagues and across the organization.</li><li>• Ability to work in a flexible way and respond to change.</li><li>• Ability to work in a fast paced and challenging environment.</li><li>• Reliable and consistent in approach, demonstrating empathy and an open communication style with all team members, fostering this culture across the team.</li><li>• Able to deal with interruptions/queries from colleagues throughout the day.</li></ul>	<ul style="list-style-type: none"><li>• To maintain up to date HPC and RCSLT registration.</li><li>• To maintain up to date and accurate case notes in line with RCSLT professional standards and local Trust policies.</li><li>• To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate.</li><li>• To work within defined departmental and national protocols/policies and professional code of conduct.</li></ul>

## Skills and Abilities

- To assess, develop and implement Speech and Language Therapy treatment.
- To provide advice to others regarding the management and care of patients/clients with communication and/or feeding and swallowing disorders.
- To demonstrate clinical effectiveness by use of evidence based practice and outcome measures.
- To contribute to clinical teams, both multi-disciplinary and uni-disciplinary, by discussing own others input around client's needs, ensuring a well coordinated care plan.
- 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 develop skills in motivating clients and/or carers to engage in the therapeutic process.
- To develop negotiation skills in the management of conflict across a range of situations.
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- To form productive relationships with others who may be under stress and/or having challenging communication difficulties.
- To employ excellent communication skills.
- To keep up to date with new techniques and developments for the promotion and maintenance of good practice.
- To develop the ability to reflect on auditory, visual and kinesthetic aspects of client's communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness.
- To negotiate with carers, clients and others around individual case management.
- To make appropriate clinical decisions following assessment, seeking support and advice from a supervisor as appropriate.
- To make a differential diagnosis on the basis of evidence from assessment, seeking advice as appropriate.
- To develop clinical effectiveness by use of evidence based practice and outcome measures.
- To demonstrate the ability to reflect on practice with peers/clinical supervisor.
- To manage and prioritise a defined caseload independently.

Service Responsibilities

- To be aware of and adhere to Service and team plans and policies.
- To comment on proposed Service/Policy developments as appropriate.
- To monitor stock levels in own service area and request new equipment as appropriate.
- To share information with others, observing data protection guidelines.
- To gather activity data accurately and regularly, ensuring the provision of such information promptly with local Trust guidelines.
- To undertake Clinical Governance/audit projects within local service.
- To participate in departmental research and clinical governance/audit projects.
- To collect and provide research data as required.
- To work independently accessing appraisal within an Individual Performance Framework at pre-determined intervals.
- To participate in individual performance review, ensuring that the objectives set reflect the Service and Trust plans.
- To deal with initial complaints sensitively, avoiding escalation where possible.
- To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve.

## About the role – linking with our 4 Leadership Behaviours



### ENGAGING PEOPLE/WORKING TOGETHER

- To supervise the work of Assistants and volunteers as requested.
- To participate in student placements, as appropriate.
- To explain the role of Speech and Language Therapists to visitors, students and volunteers.
- 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 required of a SLT working in the field of Adults.
- To participate in the development and delivery of training (formal and informal) to others, with and without support.
- To attend relevant courses, meetings and Special Interest Groups (SIGs).
- To develop the ability to target training (formal and informal) appropriately to the needs of course participants.

### BEING AUTHENTIC

- *Act professional at all times, following professional body/ HCPC and Organisational expectations.*
- *Being open and honest and encouraging others to do the same*
- *Stand up for what is right and challenge inappropriate behavior*
- *Recognize and take positive action when others need support*
- *Help create a culture of honesty, trust and openness*
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### TAKING RESPONSIBILITY

- *Take responsibility for own actions*
- *Maintain professional guidelines from HCPC*
- *Maintain RCSLT membership*
- *Apply skills and knowledge in order to maintain professional competence and fitness to practice as a Specialist Speech and Language Therapist*
- *Demonstrate ongoing personal development through participation in internal and external development opportunities, recording*

### EMBRACING CHANGE










- *Able to operate in a climate of continuous change and improvement.*
- *Actively promote equality and diversity in the service.*
- *Participate in all activities in line with the Trust's Strategic Direction as identified in Trust Objectives.*
- *Participate in the planning, development and evaluation of County wide Stroke service*

*learning outcomes in a portfolio.*


- *Review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal.*
- *Practice in a confident and competent professional manner.*
- *To ensure that up to date records and activity data are maintained in accordance with Professional and Trust standards.*
- *Produce SLT reports relevant to practice setting.*  
*Exercise good personal time management, punctuality and consistent reliable attendance*

- *Broaden research and development skills through participation in audit and research projects.*
- *As part of a team, incorporate up to date techniques and ideas of positive practice into SLT assessment and intervention.*
- *Ensure that SLT clinical environments are well maintained and comply with health and safety guidelines, including the safe use and storage of equipment and materials.*

## Benefits

Salary 	Location of work 	Permanent/fixed term 								
<p>Band 5 - Range £28,407 - £34,581</p> <p>You will be paid on the 27<sup>th</sup> of each month. If this date falls at a weekend you will be paid on the Friday before this date.</p>	<p>Possible base Adult Speech &amp; Language Therapy, Highfield Clinical Care Centre, Cliftonville, Northampton, NN1 5BU</p> <p>Work will also take place at Northampton General Hospital.</p> <p>Must be able to travel independently to other bases in the Trust across Northamptonshire.</p>	<p>Permanent</p>								
Hours/pattern of work 	Annual leave and bank holiday entitlement 	Pension entitlement 								
<p>WTE 0.87</p> <p>32.5 hours per week, worked Monday – Friday</p>	<table><tr><th>Length of service</th><th></th></tr><tr><td>On appointment</td><td>27 days + 8 days</td></tr><tr><td>After five years' service</td><td>29 days + 8 days</td></tr><tr><td>After ten years' service</td><td>33 days + 8 days</td></tr></table>	Length of service		On appointment	27 days + 8 days	After five years' service	29 days + 8 days	After ten years' service	33 days + 8 days	<p>Details on the benefits of the NHS Pension Scheme can be found here:</p> <p><a href="https://www.nhsbsa.nhs.uk/nhs-pensions">https://www.nhsbsa.nhs.uk/nhs-pensions</a></p>
Length of service										
On appointment	27 days + 8 days									
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After ten years' service	33 days + 8 days									
Health and Wellbeing  Because your health matters too	Learning and Development 	Equality and diversity 								



<p>Our Occupational Health and Wellbeing team support our staff through many different channels. Whether you have a physical or emotional issue or want to take positive steps to improve your fitness, this team can help you.</p> 	<p>Our Learning and Development team provide effective and impactful learning solutions for our staff. Our experienced team of facilitators offer a wide range of opportunities from corporate induction, mandatory and role specific training, personal development and leadership training.</p>	<p>We are committed to ensuring people are treated equally and fairly whether at work, during care or out in the community. Equality, diversity and inclusion will always be a core focus and commitment for team NHFT. We have a number of staff networks to support this focus too. These networks are open to all our staff.</p>
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Find out more about us at:

[www.bit.ly/24hoursinNHFT](http://www.bit.ly/24hoursinNHFT)

[www.nhft.nhs.uk](http://www.nhft.nhs.uk)

### Confidentiality and Data Protection

Any matters of a confidential nature, including patient and staff records, and any commercially sensitive information must, under no circumstances, be divulged or passed on to any unauthorised person or persons without a legal basis to do so. In accordance with the Data Protection Act 2018, if you are required to access personal data held in any format, you will be expected to adhere to the Trusts Information Governance Policies, copies of which are held on the staff intranet.

Any breach of confidentiality or data protection legislation will result in disciplinary action and may result in summary dismissal.

### Infection Control

The prevention and control of healthcare associated infections in service users, staff and visitors is taken seriously by the Trust. All staff employed by Northamptonshire Healthcare NHS Foundation Trust are required to adhere to the Trust infection control policies and procedures.

Employees must be aware of the importance of protecting themselves, service users and visitors and of maintaining a clean safe environment. Any breach in infection control practice, which places service users, other staff or visitor at risk, may result in disciplinary action. Each staff member is responsible for ensuring they identify together with their manager, their infection control training needs in their PDP.

### Health and Safety

To carry out the duties placed on employees by the Health and Safety at Work Act 1974 i.e.

- I. To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- II. To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- III. Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in the pursuance of any relevant statutory provision.

**No Smoking**

In order to protect the health of employees, patients and visitors, Northamptonshire Healthcare NHS Foundation Trust operates a No Smoking Policy. Therefore smoking is prohibited in all of the Trust's buildings, grounds and all Trust-owned or leased vehicles.

**Equality and Diversity**

To ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Managing Diversity and Equal Opportunities in Employment Policy.

**Risk Management**

To have a commitment to identify and minimising risk, report all incidents and report to manager any risks, which need to be assessed.

**Safeguarding Adults and Children**

It is the duty of all staff working for the Trust;

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

**Professional Registration**

All qualified/ professional staff are required to adhere to the relevant Code of Practice (and other guidance issued by them). It is the responsibility of the individual concerned to keep professional registered and updated in accordance with the requirements of the relevant Code of Practice and to follow guidance issues by the professional body.

**Policies and Procedures**

The post holder is expected to comply with all relevant Trust policies, procedures and guidelines. Any contravention of the Trust Policies or managerial instructions may result in disciplinary action being initiated.

**Review of Job Description/ Person Specification**

This is not an exhaustive list of duties and responsibilities, but indicates the key responsibilities of the post. The post holder may be required to undertake other duties as may reasonably be required commensurate with the grade and/ or hours of work at the postholder's initial place of work or at any other of the Trust's establishment.

**NOTE:** This is a description of the job as it is at present constituted. It is the practice of this Trust regularly to examine employee's job descriptions and to up-date them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.