



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

JOB DESCRIPTION

JOB DETAILS

Job Title:	Specialist Speech and Language Therapist
Band:	6
Hours of Work/Nature of Contract:	To be agreed
Division/Directorate:	To be agreed
Department:	Speech and Language Therapy
Base:	To be agreed

ORGANISATIONAL ARRANGEMENTS

This is a specialist post and the postholder will have a clinical lead in a specified area

Accountable to:

Managerially:	Deputy Head of Speech and Language Therapy Head of Speech & Language Therapy Services
Reporting to:	Speech & Language Therapy Clinical Team Leader
Responsible for:	Delegated Speech and Language Therapy staff Delegated Health / Social Care / Education personnel Speech & Language Therapy students

JOB SUMMARY/JOB PURPOSE

The post holder will contribute to the provision of health and social care to the people served within BCUHB by participating in the achievement of the Health Board's mission and quality objectives by providing high quality, safe, efficient and effective speech and language therapy services within available resources and in accordance with the registration and Code of Practice of the RCSLT and the HCPC.

DUTIES/RESPONSIBILITIES

A Job Plan will be agreed with the post holder, and regularly reviewed with the designated Line Manager, to ensure service priorities are clearly understood and workplace timetables are agreed.

The post holder will:

- Hold a caseload and provide a speech and language therapy service to children and / or adults with a range of communication and / or feeding and swallowing difficulties. This involves the assessment, diagnosis, treatment, management and discharge of clients from the caseload. Clients may be seen in various settings e.g. school / clinic / hospital / social care setting and on a domiciliary basis

- Work as a member of the Speech and Language Therapy team and multi-disciplinary teams liaising with and advising other agencies in relation to the specific client's needs and service delivery.

The post holder will hold a portfolio which will include the following areas of responsibility to ensure that clinical practice and governance are fully integral to service provision across the localities:

- Clinical responsibilities – within one or more clinical or geographical areas, working within a specialist caseload.
- Participating in Task and Finish groups / project management responsibilities, in agreement with the service manager. This may be within a clinical specialist group or across a multi-disciplinary network, e.g. clinical standards; training & development; audit; service user involvement; service evaluation; and improvement plans.
- Working as a member of multi-disciplinary teams.
- Line management responsibilities for more junior colleagues as agreed.

The post holder will be a member of a clinical specialist group / multidisciplinary network, working with senior colleagues to:

- Undertake clinical governance responsibilities in relation to the service area within the clinical specialist groups and multi disciplinary clinical networks.
- Support the development, implementation and evaluation of Key Quality Indicators (KQI).
- Modernise Speech and Language Therapy Services ensuring sustainability and the delivery of prudent healthcare.

CLINICAL RESPONSIBILITIES

When working with clients, the Speech & Language Therapist will:

- Use speech and language therapy skills and knowledge, underpinned by current evidence based practice, to help manage the caseload in partnership with members of the Speech & Language Therapy Service and multidisciplinary teams as appropriate.
- Provide clinically effective (bilingual) assessment, diagnosis, management, treatment & discharge of individuals referred with disorders of speech, language, fluency, communication and eating / drinking within the caseload, seeking advice / referring / transferring to alternative professionals, agencies and services as appropriate.
- Ensure patients / carers are involved in the development and evaluation of packages of care / care aims, using SMART, evidence-based targets, clinical outcome measures, and discharging where appropriate, with due regard for cultural and linguistic differences, bilingual requirements and the Welsh Language Act.
- Ensure service users are afforded opportunities as equal, empowered partners through informed consent, commitment to access, information provision and supported participation at each stage of the therapeutic pathway.
- Ensure safe delegation through liaison and training of parents / carers and other professionals, with provision of accessible written information and reports outlining management and care of clients, so that all involved know how best to help the client to achieve therapy goals and maximise communicative potential in a variety of environments and other social settings.
- Deliver individual, group or generalising interventions and strategies.
- Write therapy programmes for Health / Social Care / Education Assistants and others to implement.
- Ensure packages of care are evaluated at the end of an episode of care using clinical outcome measures, and discharging when appropriate.
- Ensure patient confidentiality at all times.

COMMUNICATION

The post holder will:

- Work with other members of relevant teams to ensure all receive appropriate information about the individual and have a full understanding of the individual's condition; providing a well co-ordinated care plan whereby all reach agreement about decisions relevant to the client's management.
- Work closely with clients, carers and families; demonstrate empathy with clients, carers, families and colleagues to ensure that effective communication is achieved, particularly where barriers to understanding exist.
- Motivate the individual / carers to engage in the therapeutic process, negotiating with and persuading families / carers / others to support where appropriate.
- Attend case conferences when appropriate.
- Liaise with the administrative / specialist assistants to make timely appointments for assessment / therapy sessions; send out written information and prepare appropriate written therapy material.
- Form productive relationships and motivate clients and / or carers to engage in the therapeutic process.
- Use negotiation skills in the management of conflict across a range of situations and deal with informal complaints sensitively, avoiding escalation where possible.
- Liaise with Speech & Language Therapy colleagues in neighbouring areas to ensure smooth transfer of care for patients in and out of the area served by BCUHB.

PERSONAL & PROFESSIONAL DEVELOPMENT

The post holder will:

- Participate in the Department's staff appraisal system (Personal and Development Review - PADR), and agree a plan of objectives for personal and professional development with the supervising therapist. Objectives set will reflect the Service and BCUHB's plans, including specific objectives relating the areas of work.
- Participate in peer support groups; reflecting on practice with peers and mentor to identify own strengths and development needs. This will include sharing and disseminating information from relevant journals and literature, and peer review.
- Participate in Clinical Supervision. Attend relevant courses, meetings, special interest groups and in-service training in order to develop and maintain skills and knowledge.
- Maintain full RCSLT membership, and fulfil HCPC registration requirements to meet the requirements of the post and ensure safe, current and evidenced best practice.
- Keep an up to date record of CPD activity in the RCSLT CPD log.
- Undertake statutory and mandatory training and ensure an ongoing working knowledge of relevant policies and procedures including Health & Safety, Welsh Language Act, Mental Capacity Act, DoLS, Child Protection / POVA, Manual / Object Handling, COSHH, Fire, Infection Control, CPR and other legal frameworks. Apply relevant knowledge and learning to own practice and supervision of others.
- Undertake DATIX and Risk Assessor training to be able to report and manage situations involving personal risk and / or risks to others.
- Work with clinicians to ensure the principals of Clinical Governance underpin all clinical practice.
- Attend & contribute to departmental staff and team meetings at the request of the manager.

TRAINING OTHERS

The post holder will:

- Assist in the induction of newly employed therapists and other staff.
- Support other Speech and Language Therapy colleagues to deliver presentations and training packages.

- Prepare materials for training and educational sessions as required – this could involve preparing PowerPoint presentations.
- Provide and record appropriate support to co-partners in care, service users, and volunteers to assure safe delegation of communication and / or swallowing care packages.
- Contribute to the ongoing induction, training, development and supervision of Speech & Language Therapy Assistants, Associate Practitioners and volunteers, and also to contribute to their work with specific clients and / or duties which support Speech and Language Therapy care pathways and service operations.

CLINICAL LEADERSHIP

The post holder will:

- Provide a visible and accessible clinical resource in clinical settings / networks to managers, staff, service users and their families, actively supporting and participating in an engaged leadership culture.
- Support the Clinical Specialists and service managers to ensure that excellent standards are maintained within areas of expertise in the clinical groups and teams / multi disciplinary networks. This includes, review of documentation, monitoring the interaction between staff and service users, to ensure they are treated with dignity, respect, kindness and compassion at all times; comply with fundamentals of care, and ensure concerns and complaints are dealt with in an appropriate and timely manner.
- Develop objectives or projects in defined clinical areas and engage colleagues in implementation collaboration with service managers.
- Work closely with therapists in own clinical areas to ensure best practice and monitoring of standards

RESEARCH AND DEVELOPMENT

The post holder will:

- Participate in clinical specialist groups, Task and Finish groups, and multi-disciplinary networks, undertaking audit, research, and PPI activities within own service area with the direction of senior colleagues to ensure services are delivered to best practice standards.
- Ensure services delivered within own areas of responsibility are properly evaluated using outcome measures against agreed local and national standards.
- Collect and provide research data as required for own and other departmental programmes.
- Initiate audit within own area of practice.

POLICY / SERVICE DEVELOPMENT

The post holder will:

- Demonstrate knowledge of, adhere to and implement RCSLT, BCUHB and departmental policies, guidelines and procedures within areas of practice.
- Attend and actively participate in staff team meetings and Clinical Specialist groups / professional development days in accordance with the Line Manager.
- Contribute to the development of own areas of service.
- Contribute to the development of Welsh / bilingual services.
- Contribute to interagency / multi-disciplinary team building.

HUMAN RESOURCES

The post holder will:

- Supervise the clinical work of Generalists, Associate Practitioners, Assistants, and volunteers ensuring safe delegation of tasks and duties in relation to clients.
- Demonstrate therapy programmes to Health / Social Care / Education support workers, families and carers.
- Participate in staff inductions.
- Provide placements for Speech & Language Therapy students including those from other professional groups as arranged.
- Provide advice for school children, young adults, and post-graduate students and explain the role of the Speech and Language Therapist to visitors, students and volunteers.

INFORMATION RESOURCES

The post holder will:

- Maintain accurate and contemporaneous records in line with RCSLT professional standards and local HB policies.
- Share information with others, observing Data Protection guidelines.
- Input and gather activity data accurately and regularly, ensuring timely and accurate submission within BCUHB guidelines.
- Adhere to Information Governance policies and guidelines.

OTHER RESPONSIBILITIES

The post holder will:

- Monitor stock levels in own service areas and request new equipment and resources as appropriate.
- Be responsible for the tracking, security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to clients.

GENERAL REQUIREMENTS

- **Competence** - At no time should the postholder work outside their defined level of competence. If there are concerns regarding this, the postholder should immediately discuss them with their manager/supervisor. Employees have a responsibility to inform their supervisor/manager if they doubt their own competence to perform a duty.
- **Registered Health Professional** - All employees of the HB who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers** - Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Healthcare Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Supervision** - Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If

employees are in any doubt about the existence of such a requirement they should speak to their Line Manager.

- **Risk Management** - It is a standard element of the role and responsibility of all staff of the LHB that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Records Management** - As an employee of the LHB, the postholder is legally responsible for all records that they gather, create or use as part of their work within the LHB (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and the postholder has a legal duty of confidence to service users (even after an employee has left the LHB). The postholder should consult their Line Manager if they have any doubt as to the correct management of records with which they work.
- **Health and Safety Requirements** - All employees of the LHB have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The postholder is required to co-operate with management to enable the LHB to meet its own legal duties and to report any hazardous situations or defective equipment. The postholder must adhere to the LHB's risk management, health and safety and associated policies.
- **Values** - All employees of the Health Board are required to demonstrate and embed the Values and Behaviour statements in order for them to become an integral part of the post holders working life and to embed the principles into the culture of the organisation.
- **Flexibility Statement** - The duties of the post are outlined in this job description and person specification and may be changed by mutual agreement from time to time.
- **Confidentiality** - The postholder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The postholder must treat all information whether corporate, staff or patient information in a discreet and confidential manner in accordance with the provisions of the data protection act 1998 and organisational policy.
- **Promoting Diversity and Dignity at Work** - The LHB is committed to promoting diversity in employment and dignity at work. It recognises that discrimination and harassment is unacceptable and that it is in the best interests of the LHB and the population it serves to utilise the skills of the total workforce. The postholder must comply with and adhere to the equal opportunities and dignity at work policies.

Date Prepared:

Prepared by:

Date Reviewed:

Reviewed by:

Agreed by:

Employee's Name & Signature:

Date:

Manager's Name & Signature:

Date:

PERSON SPECIFICATION

Job Title: Speech and Language Therapist Specialist

	ESSENTIAL The qualities without which a post holder could not be appointed	WORKING TOWARDS	METHOD OF ASSESSMENT
Qualifications	• Recognised qualification degree / equivalent in S&LT • HCPC registered • Able to demonstrate continuing professional development e.g. up to date, relevant CPD portfolio	• Membership of appropriate clinical network group • Other professional or academic qualification which relates to clinical practice • Accredited Practice Placement Educator Certificate	Certificates Interview
Experience	• A range of clinical experience across Adult / Paediatric SLT services • Delegation to non-registered staff • Evidence of teaching within post • Involvement in clinical audit • Experience in service development / improvement • Contributing to Student training • Evidence of attendance on relevant specialist short courses	• Delegation to registered staff • Experience of delivering clinical education in area of specialty • Experience of leading multidisciplinary / multiprofessional teams • Experience of delivering / supporting service change • Delivering Practice Supervision • Welsh / English therapy provision • Additional clinical or health care related experience • Experience in leading service development / improvement • Experience in research	References. Interview.

Knowledge & Skills	• Excellent interpersonal skills • Ability to problem-solve • Negotiation skills • Knowledge of assessment tools • Ability to self-evaluate • Concentration skills • Prioritisation skills • Reflection and analytical skills • Auditory discrimination skills • Good listening skills • Ability to work as a team member • Observation skills • Good presentation skills oral and written • Varied clinical experience and knowledge • Evidence of recent study in relevant clinical area • Understanding of professional ethics and their application in practice • Welsh / English competency that is compatible with linguistically appropriate assessment and therapy provision • Awareness of roles of other professionals involved in care of service users on agreed caseload • Effective planning, time management and organisational skills • IT skills	• Advanced clinical reasoning skills • Able to critique research papers and implement relevant findings • Demonstrate understanding & involvement of clinical governance and risk assessment • Broad knowledge of health legislation / policy • Ability to report statistical information / service data and present reports and documents to a high standard • Alternative and Augmentative Communication knowledge & skills • Welsh speaker	• References • Interview • CV • Certificates • CPD • Portfolio
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	• Awareness of principles of clinical governance / audit		
Communication & relationship skills	• Empathic • Self-motivating and ability to motivate others • Ability to work under emotionally stressful conditions • Flexible • Able to cope with a busy working environment, with periods of interruption throughout the working day • Ability to prioritise own workload and that of the team • Able to work flexibly and independently • Ability to reflect and critically appraise own performance • Be able to demonstrate tact and diplomacy when working with others.		• Interview • References
Other Relevant Requirements	• Clear vision of role / commitment to team and department • Flexible and able to adapt to new challenges and change • Able to work flexibly according to the changing needs of the service • Ability to meet the travel requirements of the post		• Application form • Interview • Document check

EFFORT FACTOR INFORMATION TO SUPPORT JOB DESCRIPTIONS

Post Title: Specialist Speech and Language Therapist (Band 6)

Base / Ward:

CPG / Department:

This document should be completed for each job description and submitted together with the agreed job description and person specification. Having studied the information relating to effort factors, give an accurate description of what effort is required in the job role under each of the headings. Please indicate frequency of exposure as follows:

D = Daily W = Weekly M = Monthly A = Once/twice a year

Physical Effort

Nature & Frequency:

- The post will require frequent, sustained physical effort when delivering assessment and interventions to service user, family, parent, carers/service user, family, parent, carers who have complex and occasionally disabling physical and mental health conditions. **W**
- Lifting equipment without mechanical aids - Lifting and carrying equipment related to assessment and therapy materials; giving presentations e.g. OHP, flip charts etc. **W**
- Manipulating objects. **D**

Mental Effort

Nature & Frequency:

- To be able to work in an environment, where the work pattern of prolonged concentration may be disrupted by frequent demands from service user, family, parent, carers, other staff members or the telephone. **D**
- To support other team members when indicated in the management of challenging service user, family, parent, carers/service user, family, parent, carers. **D**
- Post holder is required to work autonomously making decisions affecting service delivery. **D**
- Operate equipment/machinery – e.g. communication aids. **M**
- Attend meetings e.g. multidisciplinary meetings, special interest groups. **W**
- Check documents - review medical notes, letters and report on a daily basis and collect and interpret information in order to advise on appropriate therapy. **D**

Emotional Effort:

Nature & Frequency:

- Demonstrate the ability to deal with potentially stressful and emotional situations. Deal sensitively with service user, family, parent, carers who may have high levels of anxiety and aggression e.g. caused by pain, fear, worry, dementia. **D**
- Able to impart unwelcome news to staff; service user, family, parent, carers, sensitively regarding limited expectation of intervention. **D**
- Occasionally work alone in the department or within the service user, family, parent, carer home with possible exposure to isolation, unpredictable situations and verbal or physical aggression. **W**
- Designated to provide emotional support to front line staff - provide support to the wider Speech & Language Therapy team including peers and junior staff. **W**
- Exposure to aggressive physical behaviour where there is little / no support - infrequent but real potential exposure when dealing with individuals with complex medical, social and communication needs. **W**

Working conditions:

Nature & Frequency:

- Occasional exposure to bodily fluids; unpleasant odours. **D**
- Frequent use of computer. **D**
- Driving as required. **D**
- Inclement weather – when driving to home visits / clinics / meetings. **M**
- Unpleasant smells - routine exposure as undertakes work in clinical areas with patient / service user, family, parent, carers own home. **D**
- Noxious fumes - people smoking in their own home on domiciliary visits. **M**
- Fleas or lice - routine exposure as undertakes work in clinical areas / patient / service user, family, parent, carers own home. **M**
- Use of IT equipment for clinical practice working on a paperless system – involves work on a computer for most of the day. **D**
- Drive a vehicle - nature of geographical area of BCUHB and need to work with the wider Speech and Language Therapy team across the Health Board will require frequent driving. **D**