

HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST

JOB DESCRIPTION

Title:	Speech & Language Therapist (SLT)
Band:	Band 5 – Band 6 Development post
Directorate:	Learning Disability and Forensics
Responsible to:	Team Manager
Accountable to:	Lead Speech and Language Therapist
Base:	Community Learning Disability Health Team base: High Wycombe or Aylesbury

Hertfordshire Partnerships University NHS Foundation Trust

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of around 3,500 people and an annual income of some £330million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a university NHS foundation trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding awarded to us in April 2019.

Our Services

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.

The Trust provides:

- Community Services including local teams for mental health.
- Acute and Rehabilitation Services including inpatient services and crisis team.
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit.
- Learning Disability and Forensic Services.

Our Mission

“We support people to live their lives to their full potential by enabling them to keep mentally and physically well.”

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing.
- Keeps people safe from avoidable harm.
- Is effective and ensures the very best clinical and individual recovery outcomes.
- Provides the best possible experience.

Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

“Delivering great care, achieving great outcomes - together”.

We will achieve our vision by:

- Putting the people who need our care, support, and treatment at the heart of everything we do – always.
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them.
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’.

Great Together

Great Together, our Trust strategy for 2023 – 2028, has been developed and co-produced with our service users, carers, staff, partners and local communities and gives us clear roadmap to achieve our vision of great care and great outcomes.

Great Together places service users and carers at the centre of what we do; commits us to addressing inequalities and achieving equity; focuses on developing our people and creating a vibrant learning organisation whilst working in strong partnerships to deliver high quality care.



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Values and Behaviours

Our values set the tone for:

- The way we plan and make decisions
- The way we behave with service users and each other
- The kind of colleagues we recruit
- The way we induct, appraise and develop our staff

Job Summary:

- The individual
- Carers and family members
- Members of the multidisciplinary team

The post holder will be line managed within the Community Health Learning Disability Team and will be professionally accountable to the lead SLT in Learning Disabilities and Forensics

All staff should comply with the Trust's Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

Organisational Chart:

Learning Disability and Forensics Business Stream

Key relationships:

The post holder will work as part of a Multidisciplinary Team in the Buckinghamshire Learning Disability Health Team. The successful candidate will work closely with Speech and Language Therapists and the Dietitian in the service, and will also have liaison with other SLTs across the Learning Disability and Forensic services across HPFT.

Job Responsibilities (Band 5):

- To manage a small defined caseload, using evidence-based person centred principles to assess, plan, implement and evaluate interventions in clinic and community settings and on home visits
- To work as a member of the multidisciplinary team

Job Responsibilities (Band 6):

- To manage a diverse caseload, using evidence-based, person-centred principles to assess, plan, implement and evaluate interventions in clinic and community settings
- To provide this intervention to service users, who present with communication and/or dysphagia difficulties
- To work as a member of the multidisciplinary team

Working Relationships:

- To work with other members of CLDHT
- To work with service users and carers
- To work with other stakeholders including Health Facilitation, Community Learning Disability Teams, Primary and Secondary Care Services
- To link with other SLTs particular those in the Learning Disabilities and Forensic business stream

Communication Requirements:

- To monitor and evaluate treatment in order to measure progress and ensure effectiveness
- To establish effective communication networks with users and carers, team members, AHP colleagues and other agencies
- To provide support and education to clients, carers and members of the multidisciplinary team regarding aspects of SLT

Clinical Responsibility (Band 5)

- To assess, diagnose and develop treatment plans for service users including those with profound learning disabilities, additional sensory and/or physical disability, mental health diagnosis and/or challenging behaviour
- To select and apply SLT assessments for a designated caseload, addressing communication and/or dysphagia needs
- To work with service users and carers to identify SLT requirements as part of the overall care plan
- To plan and implement individual interventions, in collaboration with the service user and carer
- To instruct and advise Assistant Therapy Practitioners in the appropriate provision of interventions
- To have knowledge and understanding of the application of alternative and augmentative communication

Clinical Responsibility (Band 6)

- To assess, diagnose and develop treatment plans for service users including those with profound learning disabilities, additional sensory and/or physical disability, mental health diagnosis and/or challenging behaviour
- To assess, diagnose and develop treatment plans for service users presenting with dysphagia and/ or communication difficulties
- To be responsible for assessment, differential diagnosis, formulation of treatment plans, writing assessment reports, providing appropriate intervention, evaluating the treatment outcome and reviewing and discharging individual service users
- To work with and be available to other SLTs and generic technicians for support and joint consultation regarding clinical practice as required
- To be an autonomous practitioner
- To work with service users and carers to identify SLT requirements as part of the overall care plan
- To plan and implement individual interventions, in collaboration with the service user and carer

- To have knowledge and understanding of the application of alternative and augmentative communication
- To have the skills needed to facilitate group work
- To undertake risk assessments and manage clinical / organisational risk

Leadership and Staff Management Responsibility (Band 5):

- To review and reflect on your own practice and performance through effective use of professional and operational supervision and appraisal
- To exercise good personal time management, punctuality and consistent reliable attendance
- To demonstrate basic leadership skills through the management of designated projects
- To participate in the induction, training and education of students and other staff as appropriate
- To apply knowledge, experience and skills to make decisions in the absence of senior staff

Leadership and Staff Management Responsibility (Band 6):

- To review and reflect on your own practice and performance through effective use of professional and operational supervision and appraisal
- To exercise good personal time management, punctuality and consistent reliable attendance
- To co-ordinate day-to-day activities of junior staff where appropriate
- To demonstrate good leadership skills through the management of designated projects
- To participate in the induction, training and supervision of students and other staff in this setting as appropriate
- To apply knowledge, experience and skills to make decisions in the absence of senior staff

Financial responsibility:

- To be responsible for maintaining stock, advising on resources to carry out the job
- To be responsible for the safekeeping and use of equipment and materials
- To ensure Health and Safety Regulations and Data Protection Act Regulations are observed and instituted.

Service Development and Improvement (Band 5):

- To participate in the planning, evaluation and audit of practice, clinical pathways and protocols within your area
- To participate in the delivery of the SLT development plan

- To take part in risk assessment and to attend mandatory training sessions

Service Development and Improvement (Band 6):

- To participate in the planning, evaluation and audit of practice, clinical pathways and protocols
- To participate in the delivery of the dysphagia pathway development plan
- To take part in risk assessment and to attend mandatory training sessions
- To critically appraise and review current literature on relevant topics
- To take part in the annual appraisal process and develop a personal development plan
- To undertake professional and educational activities to develop knowledge and ensure maintenance of professional / clinical standards

Analytical and Judgemental Skills:

- To apply increasingly complex skills and knowledge in order to establish professional competence and fitness to practice as a specialist SLT
- To demonstrate ongoing personal development through participation in internal and external development opportunities, recording learning outcomes in a portfolio
- To comply with the HCPC and RCSLT Code of Ethics and Professional Conduct and national and Trust procedures
- To respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs

Information Resources:

- To ensure that up to date written and electronic records are maintained in accordance with Professional and Trust standards
- To contribute to the recording of statistical activity as appropriate in the setting
- To ensure Health and safety Regulations and Information Governance Regulations are observed and instituted

Planning and Organisational Skills:

- To exercise good personal time management, punctuality and consistent reliable attendance
- Undertake delegated tasks to contribute to the safe and smooth running of the service

Physical Working Conditions and Environment:

- To work within Community Learning Disability Community services as appropriate in a range of settings including service user's homes, day centres and care homes

Information Resources:

- To ensure that up to date written and electronic records and reports are maintained in accordance with Professional and Trust standards
- To record appropriate statistical activity

Additional Information:

It is inevitable that the post holder will be required to deal with distressed people and find themselves in challenging and/or risky situations as they will be working with people with mental health problems.

Professional Registration:

It is a condition of employment that you maintain your registration with appropriate body. You are required to be aware of and comply with the policy and requirements of that professional body. It is your responsibility to ensure that your registration is renewed when necessary and that you formally confirm all renewals with your manager.

Health and Safety

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

Infection Control

All Trust staff will:

- Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines
- Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene
- Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection

Equality and Diversity

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

Confidentiality

Employees must maintain confidentiality of staff, patients and Trust business and have a responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and be aware of the Caldicott principles. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the General Data Protection Regulations (GDPR) 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

Standards of Business Conduct and Conflicts of Interest

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

Information and Records Management

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on Trustspace).

Safeguarding Adults and Children

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

Organisational Change

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

Flexible Working

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

Health and Safety

Health and Safety at Work In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities, to maintain a safe working environment for patients, visitors and employees and to co-operate in meeting statutory requirements

Review:

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST

PERSON SPECIFICATION

Job Title: Speech and Language Therapist Band 5-6 Development Post

Department: Community Learning Disability Health Team (CLDHT)

Date last reviewed: November 2022

KNOWLEDGE, TRAINING AND EXPERIENCE	ESSENTIAL	DESIRABLE
<p>CRITERIA BAND 5:</p> <p>Degree in Speech and Language Therapy</p> <p>State registration with HCPC</p> <p>Evidence of continuing professional development</p> <p>Accredited dysphagia training or willingness to undertake</p> <p>Post graduate training in learning disabilities, mental health/challenging behaviour and physical/sensory disabilities</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p>
<p>ADDITIONAL CRITERIA FOR B6 PROGRESSION:</p> <p>Accredited dysphagia training</p> <p>Completion of newly qualified practitioner competencies</p> <p>Evidence of having met the full KSF Gateway for Band 5</p>	<p>*</p> <p>*</p> <p>*</p>	

AREAS OF EXPERIENCE AND KNOWLEDGE	ESSENTIAL	DESIRABLE
<p>CRITERIA BAND 5:</p> <p>Specialist knowledge and application of speech and language therapy assessments and interventions</p> <p>Range of clinical experience and ability to demonstrate application of clinical skills</p>	<p>*</p> <p>*</p>	
<p>ADDITIONAL CRITERIA FOR B6 PROGRESSION:</p> <p>Broad base of clinical experience and ability to demonstrate application of clinical skills</p> <p>Experience of delivering care to dysphagia service users living within the community</p> <p>Experience of supervising junior staff and students</p>	<p>*</p> <p>*</p>	<p>*</p>
COMMUNICATION SKILLS	ESSENTIAL	DESIRABLE
<p>CRITERIA BAND 5:</p> <p>Post registration experience in a relevant clinical setting</p> <p>Range of clinical experience</p> <p>Clear communication through written, verbal and non-verbal modes</p>	<p>*</p> <p>*</p>	<p>*</p>
<p>ADDITIONAL CRITERIA FOR B6 PROGRESSION:</p> <p>Broad base of clinical experience</p>	<p>*</p>	

ANALYTICAL SKILLS	ESSENTIAL	DESIRABLE
<p>CRITERIA BAND 5:</p> <p>Broad knowledge of current best practice in SLT and Learning Disabilities</p> <p>Planning and co-ordination of treatment packages</p> <p>Ability to use problem solving techniques</p> <p>Ability to analyze professional and ethical issues</p> <p>Applied knowledge of mental health legislation including CPA</p> <p>Knowledge of risk assessment and management</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p>
<p>ADDITIONAL CRITERIA FOR B6 PROGRESSION:</p> <p>Applied knowledge of mental health legislation including CPA</p>	<p>*</p>	
DIVERSITY	ESSENTIAL	DESIRABLE
<p>Commitment to client-centered, non-discriminatory practice</p> <p>Treating service users with dignity</p>	<p>*</p> <p>*</p>	
PHYSICAL SKILLS	ESSENTIAL	DESIRABLE
<p>Computer literacy</p> <p>Basic word processing skills</p> <p>Car driver essential, or access to a car (unless you have a disability as defined by the Equality Act 2010 which prevents you from driving).</p>	<p>*</p> <p>*</p> <p>*</p>	
PHYSICAL EFFORT	ESSENTIAL	DESIRABLE
<p>Regular car user with considerable amounts of travel</p> <p>Frequent sitting at desk using computer</p>	<p>*</p> <p>*</p>	

MENTAL EFFORT	ESSENTIAL	DESIRABLE
<p>Ability to manage own workload and determine priorities</p> <p>Ability to reflect and critically appraise own performance</p> <p>Application of health, safety and risk management policies</p> <p>Working with service users with barriers to understanding and/or challenging behaviour</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p>	
EMOTIONAL EFFORT	ESSENTIAL	DESIRABLE
<p>Regular requirement to deal with distressing or emotionally charged situations.</p>	<p>*</p>	
GENERAL	ESSENTIAL	DESIRABLE
<p>Willingness to work flexibly</p>	<p>*</p>	

A- Application Form

I – Interview

T – Test

