

# JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

<b>JOB TITLE</b>	Adult Community Speech & Language Therapist
<b>BAND</b>	Agenda for Change Band 6
<b>RESPONSIBLE TO</b>	Lead Speech & Language Therapist (Adults)
<b>ACCOUNTABLE TO</b>	Lead Speech & Language Therapist (Adults)
<b>BASE</b>	Hadleigh Clinic, covering South East Essex area
<b>HOURS OF WORK</b>	Full-Time (37.5 hours per week)

## ROLE SUMMARY

To provide a Speech and Language Therapy service across South East Essex for adults with communication and swallowing disorders.

## KEY RESPONSIBILITIES CLINICAL

- To work as part of the team to provide continuing care for people with communication and/or swallowing difficulties in the community.
- To be responsible and accountable for the prioritisation and management of own clinical caseload.
- To make a differential diagnosis of communication and swallowing difficulties on the basis of specialist formal and informal clinical assessments; to ensure that all interventions are based on accurate, appropriate and sufficient assessment.
- To support and facilitate all patients in expressing their own views and needs, to enable them to take an active part in the planning of treatment.
- To use clinical assessment of patients' communication skills to support decision making about a patient's capacity to consent to interventions and make decisions affecting future management.

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- To develop clear individual care plans based on clinical guidelines and established best practice.
- To use appropriate outcome measures to evaluate personal clinical effectiveness.
- To provide programmes of therapy activities and demonstrations of those activities to those concerned (family, staff, visitors) to enable carry over and generalisation of new skills into the wider communicative environment.
- To consider the need to adapt clinical practice to meet the needs of patients and carers including issues relating to disability, culture and educational attainment e.g. the format of written advice, wheelchair access and interpreters.
- To ensure smooth and appropriate handover of care from one agency to another; to provide reports, reflecting specialist knowledge and interpretation of specialist assessments, to other health professionals, including GPs and Hospital consultants as requested; to make and/or recommend onward referrals to other professionals or agencies, as appropriate.
- To maintain up to date and accurate case notes in line with RCSLT professional standards and local guidelines and policies.
- To submit activity data, using SystemOne, accurately, regularly and promptly in accordance with agreed guidelines and policies.
- To share information with others, observing data protection guidelines.
- To be responsible for the security, care and maintenance of equipment, ensuring standards of infection control and safety are maintained - including equipment loaned to clients and portable I.T. equipment.
- To take responsibility for ensuring that equipment and assessment tools and other essential supplies are requested in a timely manner.
- To participate in development of SLT Service risk management, quality standards setting and Clinical Governance/audit projects, advising clinical lead of any changes or developments that may affect service planning and policy.
- To participate in undergraduate clinical and observational placements for all relevant disciplines.
- To supervise the work of less experienced SLTs, students and assistants and ensure that those to whom tasks are delegated, e.g. unqualified Speech and Language Therapy staff, have the appropriate level of competence

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- To have regard for your own personal safety and that of the people, carers and any staff or colleagues under your direction, in particular with regard to moving and handling of people or equipment in order to ensure the safe positioning of self and others.
- To maintain a high standard of professional practice as set out by the Royal College of Speech and Language Therapists (RCSLT) in the professional code of conduct, the Health Professions Council (HPC) and service standards, including maintaining continuing professional development (CPD).
- To work within Speech and Language Therapy Operational Policy and Clinical Guidelines.

## ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

## OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

### PEOPLE FIRST

#### (O)(U)(R) PURPOSE

We **care** for people, every day.  
What we do **together**, matters.

#### (O)(U)(R) VALUES

We **CARE**  
We **LEARN**  
We **EMPOWER**

#### (O)(U)(R) VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

#### (O)(U)(R) STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

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## **ASSURANCE STATEMENT**

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

## **NHS CONSTITUTION**

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

## **DUTY OF CANDOUR**

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

## **EQUAL OPPORTUNITIES STATEMENT**

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

## **NO SMOKING POLICY**

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

## **INFECTION CONTROL**

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

## **HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

## **GENERAL DATA PROTECTION REGULATION 2018**

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further

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processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;

- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

## **INFORMATION ASSET OWNERS AND ADMINISTRATORS**

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

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## CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

## RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

## SAFEGUARDING DUTY

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

## INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

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## **CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**Date post holder in receipt of job description .....**

**Signature of post holder .....**

**Signature of line manager .....**