

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DESCRIPTION

08991

JOB DETAILS

Job Title: Speech & Language Therapist

Grade: Band 5

Department/Directorate: TBC

Base: TBC

Clinical Board: TBC

ORGANISATIONAL ARRANGEMENTS

Accountable to:

1. **Managerially:** Band 8a Speech and Language Therapist
2. **Reporting to:** Band 7 Speech and Language Therapist
3. **Professionally:** Head of Speech and Language Therapy

Our Values 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve <i>and</i> the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn?'
We act with integrity	Never let structures get in the way of doing the right thing

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB PURPOSE

The post holder will provide speech and language therapy intervention to a caseload of children or adults with a range of communication and/or swallowing disorders. These patients will be seen at various sites across Cardiff and the Vale of Glamorgan. They will work as a member of the multidisciplinary team (MDT), and liaise with other agencies and disciplines in relation to specific patients. The post holder will participate in best practice initiatives, provide observation placements for SLT students, undertake teaching/training of other professions, participate in the training of others, and supervise SLT students, assistants and volunteers.

DUTIES AND RESPONSIBILITIES

Clinical Duties

1. To be responsible for the assessment, differential diagnosis, development and implementation of treatment packages and discharge in relation to a caseload of children or adults with a range of communication and/or swallowing difficulties (in the latter case on completion of postgraduate training in dysphagia) using evidence based practice and outcome measures.
2. To provide complex information, explanation, advice and support to communicatively compromised patients and their families. To support them in understanding, negotiating their agreement for assessment and treatment, and encouraging participation at each stage of the therapeutic process.
3. To adapt practice to meet individual patients' circumstances with due regard for cultural and linguistic differences.
4. To work as a member of the multidisciplinary team, contributing to the exchange of information, goal setting, developing IDPs/care plans, attending MDT meetings and case conferences. To liaise with different agencies and disciplines in relation to specific clients.
5. To provide written clinical reports at appropriate stages of the intervention process.
6. To participate in cover arrangement during periods of staff shortages.
7. To work independently, be accountable for one's own professional actions, and adhere to national and local standards and guidelines relating to Professional Practice and service provision.
8. To deal with initial complaints sensitively avoiding escalation where possible.

9. To be responsible for recognising one's own competencies, seeking advice and second opinions under the mentorship scheme.

Teaching, Training and Clinical Supervision

1. To participate in teaching/training of health professionals and others.
2. To participate in sessions designated for people considering SLT as a career.
3. To provide supervision of SLT students for observation placements after acquiring appropriate skills and experience and with the approval of the line manager.
4. To be responsible for supervising SLT assistants and volunteers working with patients.
5. To participate in clinical support mechanisms available to all staff within the service.

Research, Evaluation and Development Duties

1. To participate in activities designed to evaluate, monitor and improve the effectiveness of service provision. This will include best practice initiatives, clinical audits, journal clubs, and data provision for research purposes.
2. To evaluate the service provided to one's own caseload.
3. To participate in the development of clinical and service policies, standards, protocols and guidelines as required.
4. To participate in CPD activities and develop/monitor one's own clinical expertise through a range of activities including reflective practice, working in close consultation with a designated mentor.
5. To identify one's own professional needs by participating in the Appraisal/Personal Development Plan process.

Management, Planning and Administration

1. To be responsible for the clinical management, prioritisation and administration of one's own caseload within the guidelines and operational policies set out by the speech & language therapy service.
2. To be responsible for planning and managing own time appropriately.
3. To attend and take an active part in clinical and service meetings.
4. To be responsible for collecting one's own work activity data within set deadlines.

5. To maintain accurate up to date case notes in line with professional standards and University Health Board (UHB) policies.
6. To be responsible for the security, care and maintenance of clinical equipment ensuring standards of infection control are maintained, identifying equipment needs for one's own caseload, and monitoring stock levels in own service area.
7. To observe data protection requirements and maintain the strictest confidentiality in relation to patient records and patient related information whether formally recorded or not.
8. To undertake general administrative tasks delegated by the line manager.

TERMS AND CONDITIONS

All Terms and Conditions of Service are in accordance with Agenda for Change.

HEALTH AND SAFETY REQUIREMENTS

All employees of Cardiff and Vale University Health Board have a Statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the UHB to meet its own legal duties and to report any hazardous situations or defective equipment.

DATA PROTECTION

This post has a confidential aspect. If you are required to obtain, process and/or use information held on computer or word processor you should do it in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. To disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action and may involve dismissal.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the postholder.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Job Limitations:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection Act 1998 and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Health & Safety:** The post holder is required to co-operate with the health Boards to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the required level of safeguarding children and adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures/policies for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a

duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

- **Code of Conduct:** All staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations e.g. GMC, NMC, HCPC etc. or the All Wales Health Care Support Worker (HCSW) Code of Conduct if you are not covered by a specific code through professional registration. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying by others. The post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for any one who you may be working with. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared: 18.06.2018

Prepared By: Karen Visser, Head of Children's Speech and Language Therapy

Date Reviewed:

Reviewed By:

Signed (post holder) ----- **Date** -----

Signed (manager) ----- Date -----

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

PERSON SPECIFICATION

Job Title:	Speech and Language Therapist	Post Number:	
Grade:	Band 5	Department:	
Base	Various	Clinical Board:	

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none">• SLT Degree• HCPC Registration	<ul style="list-style-type: none">• Membership of RCSLT• Completed RCSLT Newly Qualified Practitioner Framework• Evidence of post graduate training/CPD	Application Form Certificate Check
EXPERIENCE	<ul style="list-style-type: none">• Undergraduate experience of working with children and adults with a range of communication /swallowing problems.• Experience of working within a multi disciplinary team.• Evidence of demonstrating activities to others.	.	Application Form Interview References

SKILLS	<ul style="list-style-type: none"> • Excellent interpersonal skills • Good time management. • Good organisational skills. • Highly developed auditory perceptual skills. • Self reflection. • Good presentation skills. • Analytical/problem solving skills. 	<ul style="list-style-type: none"> • I.T. • Sharing knowledge/skills with others. 	Application Form Interview References
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • HCPC code of conduct • RCSLT Communicating Quality • RCSLT Clinical Guidelines • Knowledge of management options of range of communication /swallowing problems 	<ul style="list-style-type: none"> • Awareness of Additional Learning Needs and Educational Tribunal Act 2018 	Application Form Interview References
PERSONAL QUALITIES (Demonstrable)	<ul style="list-style-type: none"> • Motivated. • Enthusiastic. • Flexible approach to work • Reliable. • Team player. • Empathic. • Able to deal with distressed clients/families. • Able to take own initiative 		Application Form Interview References
OTHER (Please Specify)	<ul style="list-style-type: none"> • Excellent hearing • Ability to make travel arrangements to meet the requirements of the job. 	<ul style="list-style-type: none"> • Ability to speak Welsh 	Interview Document Check*

Date Prepared: June 2018 Prepared By: Karen Visser

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