

**SPEECH AND LANGUAGE THERAPY
JOB DESCRIPTION (REF: C1126)**

Job Title:	Speech and Language Therapist
Band:	5
Hours of Work:	37.5 hours (pro rata)
Division:	Family and Therapy Services
Directorate:	Therapies
Base:	TBC

ORGANISATIONAL ARRANGEMENTS

Accountable to:	Professional Lead, Speech and Language Therapist
Report to:	Specialist Speech and Language Therapist
Professionally responsible to:	Head of Speech and Language Therapy
Responsible for:	Supervises Technical Instructions and SLTAs

JOB PURPOSE

- To contribute to the provision of health care to the people of the Gwent by participating in the achievement of the Health Board's mission and quality objectives by providing high quality, efficient and effective speech and language therapy services, within available resources and in accordance with the Registration Code of HCPC and RCSLT.
- To work under the direction of senior clinicians to ensure the provision of high quality services
- To provide assessment, diagnosis, treatment and advice for own caseload of clients referred to the Service
- To contribute to clinical teams both multidisciplinary and uni-disciplinary ensuring a well coordinated care plan for the client

DUTIES AND RESPONSIBILITIES

KEY RESULT AREAS:

- To ensure the provision of high quality Speech and Language services to clients with a range of communication and/or swallowing difficulties referred to the service with regular support from senior clinicians.
- To actively support client/relative/carer/colleague involvement in the planning, delivery and evaluation of therapy, ensuring effective clinical outcomes and holistic client centered care.
- To contribute to the Speech and Language Therapy Service by offering teaching/training.
- To manage the day to day administration of a specific caseload.

MAIN DUTIES AND RESPONSIBILITIES

1. Clinical

- To be independently responsible for the assessment, diagnosis, intervention strategies, treatment and discharge of own caseload in accordance with the guidelines of the Speech and Language Therapy Service and RCSLT Communicating Quality 3 professional standards.
- To accept clinical support and advice from senior clinicians.
- To work collaboratively with all appropriate agencies and colleagues for exchange of information by discussing own and others input around the clients needs ensuring a well co-ordinated care plan.
- To provide appropriate information, training, advice and support to clients and their carers and agree case management with them.
- To provide appropriate information, training, advice and support to clients and their carers/families and multidisciplinary team members/ other professionals, communicating complex condition related information from assessment to them.
- To demonstrate empathy with clients, carers and families to ensure that effective communication is achieved often where complex barriers to understanding exist in clients with pathological communication difficulties.
- To seek advice or request a second opinions from senior clinicians.
- To accept second opinions as directed by senior clinicians.
- To participate in activities designed to improve the effectiveness of service provision.
- To participate in activities for proposed service/policy developments by commenting in discussions.
 - To demonstrate evidence based, clinically effective practice and keep abreast of new practice developments.
- To supervise work delegated to speech and language therapy assistants, technical instructors, students and volunteers.

2. Teaching/training

- To participate in observation days for people considering Speech and Language Therapy as a career.
- To supervise observation of first year Speech and Language Therapy students with guidance from more senior clinicians.
- To participate in health promotion activities and contribute towards increasing public awareness of Speech and Language Therapy and communication and/or swallowing difficulties.

3. Professional Development

- To accept advice and support from more senior clinicians on a regular basis, to promote professional development.
- To develop clinical knowledge and skills under direction and in consultation with senior clinicians.
- To actively participate in in-service training and attend courses relevant to the development of clinical and professional skills.
- To participate in regular supervision and review of personal performance, including setting objectives, with the Leads of Speech and Language Therapy Teams
- To reflect on clinical practice with peers
- To maintain up to date knowledge of current speech and language therapy clinical and technological advances.
- To attend mandatory training as appropriate, e.g. Fire, Manual Handling etc.

4. Research and Development

- To participate in and contribute ideas to Clinical Governance/ Audit/ research projects within local service.

5. General

- To undertake administrative, statistical and clinical information gathering activities expected of the team within the required time frame.
- To ensure that excellent records are maintained at all times, in accordance with the Service Standards.
- To advise senior clinicians on stock levels.
- To be responsible for care of maintenance of any equipment used ensuring standards of infection control and safety are maintained.
- To attend and take an active part in all relevant meetings.
- To comply with all relevant Health Board policies and procedures, being aware of and work in line with service plans.
- To undertake additional clinical duties as deemed appropriate by the supervising Speech and Language Therapist/Professional Leads of Service.
- To behave at all times in such a way as to foster a positive image of the Speech and Language Therapy Service, colleagues and Health Board.

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

REGISTERED HEALTH PROFESSIONAL

All employees of the Health Board 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.

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 you are in any doubt about the existence of such a requirement speak to your Manager.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Health Board 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 Aneurin Bevan University Health Board, you are legally responsible for all records that you gather, create or use as part of your work within the Health Board (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Health Board). You should consult your manager if you have any doubt as to the correct management of records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of the 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 Health Board to meet its own legal duties and to report any hazardous situations or defective equipment.

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 post holder.

CONFIDENTIALITY

All employees of the Health Board are required to maintain the confidentiality of members of the public (patients, well women and service users etc.) and members of staff in accordance with Health Board policies.

Agreed by: **Date:**

Employee's Name and Signature:

Agreed by: **Date:**

Manager's Name and Signature:

PERSON SPECIFICATION
Speech and Language Therapist, Band 5 (C1126)

ROLE REQUIREMENTS	ESSENTIAL The qualities without which a post holder could not be appointed	DESIRABLE Extra qualities which can be used to choose between candidates who meet all the essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS	Speech and Language Therapy Degree Registered with HCPC Member of RCSLT	Some Research methodology/ clinical audit training	Certificates
EXPERIENCE	A range of clinical placements	Experience of working with a range of clients within a variety of settings Experience of running therapy groups Experience of working with multidisciplinary colleagues	Application Form Interview References
SKILLS	Auditory discrimination and perceptual skills Ability to transcribe phonetically and analyse linguistic output Excellent and sensitive interpersonal skills including observation, listening, counselling and empathy skills Able to analyse assessment information and make clinical decisions Critical appraisal skills.	Skills in analysing and communicating complex assessment information Ability to speak Welsh or willingness to learn.	Application Form Interview References
KNOWLEDGE	Knowledge of a broad range of assessment tools Knowledge of specific assessment/treatment tools for complex needs	Knowledge of clinical governance issues. Knowledge of national policies in Health and/or Education Reflective practice theory	Application Form Interview References

<p>PERSONAL ATTRIBUTES (Demonstrable)</p>	<p>Team player Flexible and adaptable to the needs of the service Resilience to emotionally demanding situations Ability to accept standards of others Sound reflective practice skills with mentors Empathy Personal initiative Ability to travel around geographical areas to meet the requirement of the post.</p>	<p>Problem solving skills</p>	<p>Application Form Interview References</p>
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