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Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

JOB DETAILS:

Job Title	Speech and Language Therapist (Adult Services)
Pay Band	5
Hours of Work and Nature of Contract	37.5 hrs/week Permanent
Division/Directorate	Therapies Directorate
Department	Speech and Language Therapy
Base	TBC

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Head of Adult SLT Service
Reports to: Name Line Manager	Head of Adult SLT Service
Professionally Responsible to:	Head of SLT Service

OUR VALUES AND BEHAVIOURS:

**MAE EIN
GWERTHOEDD
YN EIN HELPU
NI I FOD AR
EIN GORAU**

**OUR VALUES
HELP US BE AT
OUR BEST**

**RYDYN NI'N
GWRANDO,
YN DYSGU
AC YN GWELLA**



**WE LISTEN,
LEARN AND
IMPROVE**

**RYDYN NI'N
TRIN PAWB
Â PHARCH**



**WE TREAT
EVERYONE
WITH RESPECT**

**RYDYN NI I GYD
YN CYDWEITHIO
FEL UN TÎM**



**WE ALL WORK
TOGETHER
AS ONE TEAM**

Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

We listen, learn and improve
We treat everyone with respect
We all work together as one team

To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

Job Summary/Job Purpose:

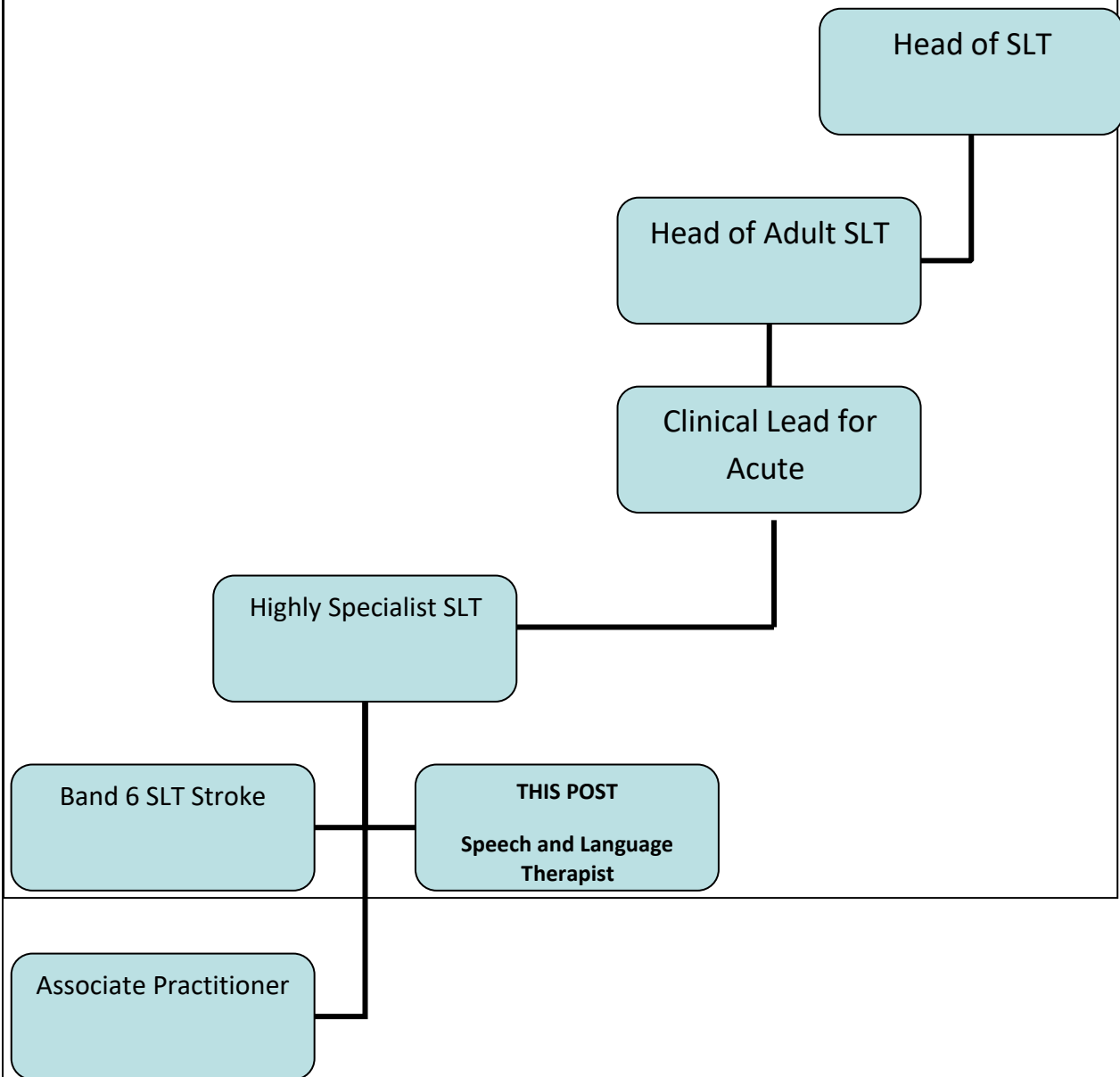
The post holder will provide a communication and swallowing service to adults with acquired disorders (including stroke, dementia and other neurological disorders) which may include those referred from Stroke, Trauma and Orthopaedics, ENT, General Surgery, Respiratory and Gastroenterology Teams.

The post holder will work with patients who have communication and swallowing problems in a range of settings in both the acute, rehabilitation, outpatient and community settings including visiting patients in their own homes and residential/nursing homes.

The post holder will be accountable for own professional actions and provide assessment and appropriate intervention utilising a range of assessments and outcome measures including Therapy Outcome Measures (TOMs).

The post holder will work as part of an integrated team of staff within the Adult Speech and Language Therapy Service and provide patient centred care, including following agreed pathways and developing patient engagement.

Organisational Chart



DUTIES/RESPONSIBILITIES:

The post holder will be required to:

- Work with the Speech and Language Therapy (SLT) Clinical Leads to ensure the provision of a high quality service as a Therapist for Adult Speech and Language Therapy Services.
- Provide assessment, diagnosis, treatment and advice for adults with a range of communication and (pending experience) swallowing difficulties in with a view to promoting multi and uni-disciplinary working in the Health Board and the Community.
- Provide assessment, diagnosis, treatment and advice for adults with a range of communication difficulties including stroke and dementia in a range of settings with a view to promoting multi-disciplinary working in the Health Board and the Community and developing links with Primary Care and Social Services.
- Support training to the multi-disciplinary team, and work with ward managers to establish the training needs of their staff.
- Keep up to date with the advances in adult SLT related services, and support other members of trained staff in the delivery of the above.
- Input into community and domiciliary settings across the Health Board, as dictated by the needs of the patient.
- Contribute to the planning and development of Adult Speech and Language Therapy Services within the area of specialism, and implement changes to service delivery as required.
- Participate in health promotion activities and contribute towards increasing public awareness of Speech and Language Therapy e.g. participate in events for people considering a career in speech and language therapy, Health Board Health Promotion days, professional promotion days and general career events.
- Demonstrate the ability to identify appropriate strategies to facilitate and enhance communicative effectiveness when working with patients, carers and professional colleagues.
- Use knowledge to inform sound clinical judgments and clinical decision making for case management.
- Make a differential diagnosis of patient condition and needs on the basis of evidence from assessment materials.
- Develop a clear work plan, prioritising own patient caseload based on best practice.
- Reflect on own practice with peers and mentors and identify own strengths and

developmental needs as part of the annual performance review framework.

- Advise the Clinical Leads on service provision.
- Evaluate service provision and make recommendations regarding potential service developments to the Clinical Lead and/or Head of Adult service.
- Deliver SLT interventions, new initiatives and specified projects relating to adults with communication and/or swallowing difficulties (pending experience).
- Support client/relative/carer/colleague involvement in the planning, delivery and evaluation of therapy, ensuring effective clinical outcomes and holistic client centred care.
- Work collaboratively with all stakeholders and colleagues to ensure appropriate planning of services and sharing of information, ensuring comprehensive care packages.
- Be accountable for own actions and decisions, working within Codes of Practice and Professional Guidelines.
- Ensure work is timetabled for the Speech and Language Therapy Service.
- Participate in planning and implementing training programmes for SLT and other professions.
- Flexible according to the needs of the service, and work across Cwm Taf Morgannwg sites and locality as required.
- Demonstrate developed auditory and perceptual skills in the assessment, diagnosis and treatment of patients, considering cultural and linguistic differences.
- Adhere to Cwm Taf Morgannwg UHB policies and procedures, including manual handling regulations to ensure safe practice when manoeuvring clients to undertake therapy.
- Contribute to discussions on policies, procedures and protocols relating to specialist area.
- Discharge clients on caseload in accordance with professional standards and departmental policies.
- Provide and receive complex, sensitive and contentious information in diagnosis/prognosis of the patient's communication and/or swallowing difficulties.
- Implement and support the development of treatment programmes in line with current evidence based practice guidelines for implementation by patients, carers, assistants and other Therapists.
- Train patients, carers, assistants and others to carry out programmes of work both within the department (speech and language therapy assistants) and those outside the

department (family, other professionals), and to supervise appropriate implementation.

- Recognize own professional boundaries, seeking advice and support from peers and senior colleagues as required.
- Ensure the seamless transfer of clients between various service locations in conjunction with senior colleagues.
- Advise Clinical Lead or Head of Adult SLT on issues of service delivery including shortfall, service pressures, and as far as possible make suggestions for improved practice.
- Initiate and participate in activities designed to improve the effectiveness of service provision.
- Ensure the security, care and maintenance of equipment used during the course of duty, ensuring standards of infection control and safety are maintained – including equipment loaned to patients.
- Maintain up to date and accurate case notes in line with RCSLT professional standards and Cwm Taf Morgannwg University Health Board policies.
- Share information with others, observing data protection guidelines.
- Gather and update activity data accurately and regularly, ensuring the provision of such information promptly within Health Board guidelines.
- Develop and facilitate continuous risk management, quality standards setting and clinical effectiveness.
- Support research relating to client group at the discretion of the Head of service or as appropriate to the needs of the community.
- Collect and provide research data as required.
- Monitor and evaluate own specialist service delivery and provide progress reports as required.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Speech and Language Therapy Degree or equivalent qualification and a license to practice as a Speech and Language Therapist.</p> <p>Member of HPC/RCSLT.</p> <p>Evidence of Continuing Professional Development and lifelong learning.</p> <p>Demonstrate knowledge of national and local clinical guidelines.</p> <p>Knowledge of a broad range of assessment tools for adult clients.</p> <p>Knowledge of specific assessment/treatment tools for patients with communication and swallowing impairment.</p> <p>Up to date knowledge of best practice for assessment and management of clinical caseload.</p> <p>Knowledge of clinical governance issues.</p>	<p>Computer Literacy.</p> <p>Membership of relevant Specialist Interest Group.</p> <p>Member of a recognised Clinical Excellence Network.</p> <p>Understanding of Local and National Policies and relevant political drivers.</p>	<p>Application Form</p> <p>Interview</p> <p>Production of evidence (certificates etc)</p>
Experience	<p>Experience of working in a hospital environment.</p> <p>Experience of working with a range of communication /swallowing problems.</p> <p>Experience of working with multidisciplinary teams.</p> <p>Able to reflect on own practice with peers and mentors and</p>	<p>Experience of working with support workers, technical instructors.</p> <p>Experience of running support and therapy groups for patients.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

	identify own strengths and developmental needs.		
Aptitude and Abilities Skills	<p>Excellent communication skills</p> <p>Good organisational and time management skills.</p> <p>Flexibility and adaptability in approach to work.</p> <p>Skills in analysing and communicating complex assessment information.</p> <p>Ability to work as SALT/multidisciplinary team member.</p>	Ability to communicate in Welsh.	<p>Application Form</p> <p>Interview</p> <p>References</p>
Personal Qualities	<p>Sensitive interpersonal skills including observation, listening, counselling and empathy skills with people with disordered communication skills.</p> <p>Able to relate theoretical knowledge to practice in a wide range of areas and in all aspects of patient care.</p>	Reflective practice theory.	<p>Application Form</p> <p>Interview</p> <p>References</p>
Circumstances	<p>Team player.</p> <p>Innovative and self-motivated.</p> <p>Resilience to emotionally demanding situations.</p> <p>Ability to accept standards of others.</p> <p>Strong empathy.</p> <p>Personal initiative.</p>		<p>Interview</p> <p>References</p>
Other	<p>Ability to travel around geographical area of the UHB in a timely manner.</p> <p>Satisfactory DBS check.</p>		<p>Application Form</p> <p>Interview</p>

GENERAL REQUIREMENTS

- **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 holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees 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. Health Care 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.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation 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 post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation 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.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder 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.
- **Data Protection Act 1998:** The post holder 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. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should

consult their manager if they have any doubt as to the correct management of records with which they work.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

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.

Signed: (Post Holder) _____ Date: _____

Signed: (Directorate Manager) _____ Date: _____

Signed: (Divisional Manager) _____ Date: _____

Date Job Description compiled: _____

Date for Review: _____

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included**'

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Periods of sitting in restricted position whilst delivering therapy, standing and walking.	Daily	Most of shift	
To have due regard for your own personal safety and that of carers, in particular to have regard to moving and handling regulations, restraining policies and ensure the safe positioning of self and others.	Daily	Duration of consultation	

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out nonclinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Intense concentration in all aspects of patient management for lengthy periods of time. In particular, to monitor all aspects of client's communication, adapting and facilitating according to perceived client needs including cultural and linguistic differences.	Daily	Varies	
To be flexible to the demands of the environment including changing work patterns to meet deadlines and respond to frequent interruptions eg. telephone queries and patient issues.	Weekly	Varies	

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Maintain sensitivity at all times to the client's emotional needs and those of carers in particular when imparting potentially distressing information regarding the nature of the client's difficulties and implications of the same.	Daily	Varies	Maintain a professional detachment in difficult circumstances.
Demonstrate the ability to manage clients with challenging behaviours, including the application of appropriate management strategies.	Weekly	Varies	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations -

***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
May be occasionally exposed to unkempt homes when undertaking home visits.	Once a month	Duration of visit	
Use of appropriate strategies to manage highly unpleasant circumstances such as aggressive behaviour and verbal abuse from clients/patients/relatives.	Occasional	Up to 30mins	
The post holder must be aware of the responsibilities placed upon them under the Health and Safety Act 1974 to ensure that agreed procedures are carried out and that a safe working environment is maintained for patients, visitors and employees.	Daily		