

Job Description

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| Directorate | Primary Care and Therapies Group |
| Job Title | Speech and Language Therapist |
| Pay Band | 5 |
| Department | Adult Learning Disabilities, Speech and Language Therapy |
| Base | Swansea CLDHT, Guildhall, Swansea |
| Reports to: | Clinical Lead Speech & Language Therapist |
| Accountable to: | Head of Adult Speech and Language Therapy |
| Safeguarding Children Training | Level 2 |
| Safeguarding Adults Training | Level 2 |

Job Summary/Job Purpose

- To work in the community with adults with learning disabilities with a range of complex communication needs.
- To work in the community with adults with learning disabilities with routine eating, drinking or swallowing difficulties.
- To contribute to the continuing development and maintenance of the Inclusive Communication Initiative
- To work in partnership with a range of professionals and agencies to deliver the service within a social model.
- To contribute to the development and delivery of training courses in relation to the client group.

Our Values

In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.

Key Tasks and Responsibilities of the Post

- To work as an autonomous Practitioner working with adults with learning disabilities.
- To provide an advisory service to clients, carers and a range of service providers.
- To contribute to the development/facilitation of training courses relating to learning disabilities.
- To contribute to the development and implementation of Inclusive Communication Initiative within the locality and as required across the Delivery Unit.
- To contribute to S<, Locality and LD service initiatives/projects and policy development.

Clinical

- To undertake assessment of clients with learning disabilities, communication disorders and/or routine dysphagia, additional complex needs, involving qualitative and quantitative interpretation of data, leading to the differential diagnosis and inform sound clinical judgements based on the evidence obtained.

- To formulate/monitor/evaluate interventions/programmes of care for clients with learning disabilities, communication disorders and/or additional complex needs, routine dysphagia to be carried out by the Speech and Language Therapist, Communication Development Officer, carers as appropriate.
- To maintain intense concentration for all aspects of client management for prolonged periods in order to assess, monitor, adapt and facilitate client's communication / dysphagia and within carer interactions, report writing, meetings, case conferences.
- To contribute assessments and advice to the multi-disciplinary team and to incorporate the same in the joint team assessment and individual client plans taking into account a person centred planning approach and the promotion of inclusion.
- To adapt practice to meet individual circumstances, in relation to the client's needs, their support networks communication and/or eating and drinking environments and to include due regard for cultural and linguistic differences.
- To promote and support the use of Inclusive Communication strategies in the community according to an individual's communication needs to maximise service user involvement at all levels and develop functional communication skills in the context of the social model of disability, within the context of different life opportunities.
- To provide assessment and recommendations relating to Augmentative Communication systems for clients.
- To contribute professional expertise to the multidisciplinary team in the assessment and formulation of a structured programme of support for clients with multiple disabilities, within the autistic spectrum or with behaviours that challenge.
- To have a working knowledge of relevant multi-agency policies and procedures including the Social care and Well-being Act, Safeguarding of Children and Adults, transition, other legal frameworks.
- To identify clients with dysphagia / eating and drinking difficulties and provide intervention and management within one's level of competence and/or refer to appropriate agencies for additional health care assessments and medical investigations as appropriate, seeking advice from more senior colleagues/clinical lead.
- To provide advice as part of the risk assessment and management plan for individuals with routine dysphagia / communication/ behaviours that challenge referring to senior colleagues/clinical lead as appropriate.

Professional

- To be a registered member of the Royal College of Speech and Language Therapy and the Health Care Professions Council.
- To take responsibility for pursuing personal professional development including attending specialist short courses and advanced training in learning disabilities, demonstrating the ability to

reflect on practice with peers and mentors and identify own strengths and development needs and keep records in RCSLT log.

- To participate in the Health Board's individual performance review process to ensure continued professional development including the setting of objectives, reviewing performance and identifying own training needs.
- To be an active member of Clinical Excellence Networks, as appropriate, in order to access the most up to date clinical information and to discuss pertinent issues with colleagues.
- To attend mandatory courses as required by the Health Board.
- To keep up-to-date with Information Technology advances to enable more effective working practices.
- **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 / Supervisor / Consultant. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.

Service Delivery

- To be engaged in the planning, delivery and clinical management of a Speech and Language Therapy service for adults with learning disabilities and additional complex needs within the caseload, taking into account factors of socio-economic deprivation and multicultural environment.
- To be aware of care protocols/clinical guidelines/packages relating to S< interventions to improve client care e.g. development of care pathways.
- To assume delegated tasks as requested by clinical lead/Head of Adult SLT.
- To contribute to interagency/multidisciplinary team building.
- To be aware of, adhere to and implement service and team plans and policies.
- To contribute to the development of appropriate local resources as required.
- To be aware of and contribute to the development of objectives or projects relating to learning disability services as appropriate.

Communication

- To communicate information from the assessment to clients, carers, families and members of the multidisciplinary team / other professions, ensuring that effective communication is achieved, particularly where barriers to understanding exist and to maintain sensitivity at all times to the emotional and cultural needs of the client and their carers in particular when imparting potentially distressing information regarding the nature of the client's difficulties and implications of the same.
- To explore, identify and prioritise a client's communication needs and areas of intervention in a holistic context in collaboration with clients, client's friends, family, carers, Social Service staff, Health, Private, Educational, Voluntary and Public Sectors and in accordance with departmental

policies.

- To negotiate with case managers, clients carers, and other professionals and unqualified staff across a range of agencies around clinical decisions and client management, including motivating clients and/or carers to engage in the therapeutic process, and to provide potential solutions in cases where conflict is apparent and where outcome are not easily resolved.
- To write reports reflecting knowledge of communication / dysphagia in a manner that is understandable to clients, carers, family members and/or other professionals.
- To form productive relationships with others who may be under stress and/or have challenging communication difficulties and employ counselling skills with patients, carers/clients with complex needs.
- To deal with initial complaints sensitively, avoiding escalation where possible.
- To advise other colleagues on a range of clinical issues and facilitate their problem solving skills.
- To promote and support the use of Inclusive Communication strategies in the community according to an individual's communication needs to maximise service user involvement at all levels and develop functional communication skills in the context of the social model of disability, within the context of different life opportunities.
- To provide communication support to adults and adolescents, their families, carers and staff during transition and refer on when necessary.

Education and Training

- To contribute to the promotion/development and delivery of the Inclusive Communication Initiative training within the locality and it's delivery across the Delivery Unit as required and provide support to Inclusive Communication Co-ordinators/Champions and a range of service providers.
- To undertake health promotion activities.
- To provide advice and training in relation to augmentative communication, signing, dysphagia and/or other areas (within areas of own competence), both on a client basis and general advisory role to a range of support organisations, both internally and externally.
- To provide advice and/or training on issues pertaining to communication difficulties in people with learning disabilities to staff/carers in own locality as required.

Information Resources

- To provide up-to-date and accessible written reports/feedback on individual cases to other professionals within and outside the Health Board in a timely and legible manner according to any local protocols.
- To ensure that accurate clinical and electronic records are maintained for clients referred to the service in line with the RCSLT guidelines and general administrative procedures of the organisation and service.
- To provide accurate statistical information on the caseload to the Clinical Lead SLT in the locality

and Head of Adult S< as required.

- To complete and submit travelling expense claims on a monthly basis.
- To provide information to other professionals on the role and scope of Speech and Language Therapy as requested.
- Comply with Health Board policies and procedures
- Uses computer software to provide reports, acquire information, and receive activity and finance data, and to optimise communication via e-mail.

Finance

- Awareness of financial procedures and to act in accordance with them.
- Maximise the use of departmental and team resources.
- Responsible for the security, care and maintenance of equipment used ensuring standards of infection control and safety are maintained, including equipment loaned to clients.

Research and Development

- Critically evaluate current research and apply to practice in order to develop evidence based practice approaches.
- Participate in service audit , research and development
- Collect and provide research data as required.
- To participate in areas of risk management, quality standards setting, clinical effectiveness.
- To research and develop client focused clinical resources in order to meet the complex communicative needs of the client.

General Considerations

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the Health Boards individual performance review process to ensure continued professional development.
- **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 / Supervisor / Consultant. 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, the post holder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. 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 Health and Safety Policy 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.
- **Quality Improvement:** The Health Board is keen to promote an understanding of the principles of continuous quality Improvement and encourages all staff to undertake IQT ("Improving Quality Together") training.
- **Corporate Governance:** The post holder is required to ensure the highest standards of corporate governance and probity are maintained by ensuring all staff work within the provision of Standards of Business Conduct, Standing orders and Standing Financial Instructions.
- **Risk Management:** The Health Board is committed to protecting its staff, patients, assets and reputation through an effective risk management process.
- **Safeguarding Children:** The Health Board is committed to safeguarding children therefore all staff must attend the required level of safeguarding children training. This post requires minimum level 2.
- **Cognitive Dysfunction:** Some degree of cognitive impairment is now common in the communities that we serve. We encourage all our staff to undertake online training for dementia awareness, so as to understand and be responsive to the particular needs of people with cognitive dysfunction.

- **Infection Control:** The Health Board is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the Health Board.
 - **Records Management:** The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Health Board in confidence (even after an employee has left the Health Board). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
 - **Job Description:** This job description is not exhaustive 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.
- For Clinical Staff Only:** All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations NMC, GMC, GDC, HCPC etc. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.
- **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.