

Policy No: Per 1.1.1

Speech & Language Therapist Job Description

Job Title: SPEECH AND LANGUAGE THERAPIST

Establishment:

Responsible to:

Brief description of the job:

To provide a Speech & Language Therapy service, in residential, educational and vocational settings to learning disabled clients with a communication difficulty and challenging behaviour, as part of the multi-disciplinary team.

Key Result Areas:

Responsibilities

- 1 To carry out assessment of children and adults with Learning Disability, Autism and Challenging Behaviour
- 2 To develop and implement Speech & Language Therapy treatment
- 3 To support others regarding the management and care of clients with communication difficulties
- 4 To employ clinical effectiveness by use of evidence based practice and outcome measures
- 5 To provide appropriate intervention and evaluate outcomes
- 6 To write reports reflecting developing specialist knowledge
- 7 To adapt practice to meet individual client's circumstances, including due regard for cultural and linguistic differences
- 8 To ensure that clients and/or others are involved in the planning and prioritisation of their care plans wherever possible
- 9 To demonstrate empathy with clients, carers, families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist
- 10 To demonstrate negotiation skills in motivating clients, carers and families
- 11 To demonstrate developing skills in dealing with complex issues to generate appropriate strategies for caseload management
- 12 To employ negotiation skills
- 13 To be aware of, adhere to and implement service and team plans and policies
- 14 To propose changes to working practices/procedures for own work area
- 15 To contribute to interservice/MDT team building
- 16 To use knowledge to inform service/policy developments as appropriate
- 17 To monitor stock levels in own service area and request new equipment as appropriate

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- 18 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
- 19 To supervise work of assistants and volunteers
- 20 To participate in student placements as appropriate
- 21 To explain the role of Speech & Language Therapists to visitors, students and volunteers
- 22 To participate in delivering training for own work area
- 23 To maintain up to date and accurate case notes in line with RCSLT professional standards as required
- 24 To share information with others observing data protection guidelines
- 25 To gather activity data accurately and regularly, ensuring the provision of such information promptly within local Trust guidelines
- 26 To undertake clinical governance/audit projects within the service
- 27 To participate in departmental research and clinical governance/audit projects
- 28 To collect and provide research data as required e.g. journal club, research for groups, own evidence-based practice, peer meetings
- 29 To participate in areas of risk management, quality standards setting, and clinical effectiveness
- 30 To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate
- 31 To work within defined departmental and national protocols/policies and professional code of conduct
- 32 To work independently accessing appraisal within an Individual Performance Framework at pre-determined intervals

Knowledge and Skills

- 33 To employ excellent communication and interpersonal skills
- 34 To demonstrate clinical knowledge and skills applicable to area of working, underpinned by current evidence-base and degree-level or equivalent training. To contribute to clinical teams, both multi-disciplinary and uni-disciplinary, by discussing own and others' input around clients needs, ensuring a well co-ordinated care plan
- 35 To communicate complex condition-related information from assessment to clients, carers, families and members of the multi-disciplinary team/other professions
- 36 To work closely with clients, carers and families, agreeing decision making relevant to the patient/client management
- 37 To adopt a flexible, innovative approach to overcome barriers to verbal expression & understanding when communicating with clients
- 38 To facilitate communication of crucial information between clients, carers, families and professionals
- 39 To demonstrate developing skills in motivating clients and/or carers to engage in the therapeutic process
- 40 To demonstrate developing skills in the management of conflict across a range of situations

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- 41 To deal with initial complaints sensitively, avoiding escalation where possible
- 42 To form productive relationships with others who may be under stress and/or have challenging communication difficulties
- 43 To identify personal/professional development evidenced by Personal Development Plan/ Professional Portfolio developed within an appraisal framework
- 44 To participate in Individual Performance Review, ensuring that objectives set reflect the Group's plans
- 45 To manage caseload independently
- 46 To attend relevant training and development in order to maintain and develop the skills and knowledge required of a Speech & Language Therapist working in the area of learning disabilities and challenging behaviour
- 47 Maintain up to date HPC and RCSLT registration
- 48 To demonstrate knowledge of, and adhere to, RCSLT professional & clinical guidelines and National and Local clinical guidelines
- 49 To keep up to date with new techniques and developments for the promotion and maintenance of good practice in the field of Speech & Language Therapy
- 50 To attend relevant courses, meetings and special interest groups
- 51 To develop a working knowledge of relevant procedures including: Infection Control, Essential Adult/Child Protection training, and other legal frameworks
- 52 To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve
- 53 Use developing specialist knowledge to inform clinical judgement decisions following specialised assessment, seeking support and advice from a supervisor as appropriate
- 54 To make a differential diagnosis on the basis of evidence from assessment seeking advice as appropriate, and to use assessment findings to inform onward referral
- 55 To develop clear care plans based on best practice and local/national guidelines to set achievable, client-centred goals within a multi-disciplinary framework
- 56 To demonstrate the ability to reflect on practice with peers/clinical supervisor and to identify own strengths and development needs
- 57 To develop the ability to target training (informal and formal) appropriately to the needs of course participants
- 58 To develop the ability to reflect on and evaluate training provided
- 59 To adapt practice to meet individual patient/client circumstances
- 60 To manage and prioritise own workload

Effort and Environment

- 61 To have due regard for own personal safety and that of clients/carers; to have knowledge of risk assessment to ensure the safety of self and others

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- 62 To be flexible to the demands of the environment, including unpredictable work patterns, deadlines and frequent interruptions
- 63 To maintain sensitivity at all times to the emotional needs of clients and their carers, in particular when imparting potentially distressing information regarding the nature of clients' difficulties and implications of the same
- 64 To demonstrate an ability to manage a caseload with a range of complex conditions including autistic spectrum disorders, learning difficulties and challenging behaviour, including the application of appropriate assessment and management strategies
- 65 To work within infection control, risk management and Health & Safety guidelines in order to deal appropriately with unpleasant conditions relating to client contact as they arise, for example: exposure to body fluids and infectious conditions
- 66 To develop appropriate strategies and be aware of policies relating to management of aggressive behaviour within the workplace
- 67 All employees are expected to work within policy guidelines pertinent to the work of the Speech & Language Therapy Service
- 68 All employees are expected to observe the Hesley Group's policies relating to Risk Management, Confidentiality and the Health & Safety at Work Act.

Health & Safety:

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for residents.

To remain vigilant and do everything possible to protect students/residents, and others, from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

This organisation is committed to Safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Prepared by HR Department. Date: 01/04/10

Jobholder Signed Date:

Manager Signed Date: