



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Cwm Taf Morgannwg  
University Health Board

CAJE REF: RYL/2020/0083

### JOB DETAILS:

<b>Job Title</b>	Specialist Speech and Language Therapist
<b>Pay Band</b>	Band 6
<b>Hours of Work and Nature of Contract</b>	37.5 Hrs Permanent
<b>Division/Directorate</b>	Primary Care, Community, Mental Health/ Localities
<b>Department</b>	Integrated Community Network Teams. Bridgend.
<b>Base</b>	Glanrhyd Hospital or Pyle Life Centre

### ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Integrated Community Network Manager
<b>Reports to: Name Line Manager</b>	Highly Specialist Speech and Language Therapist
<b>Professionally Responsible to:</b>	Head of Speech and Language Therapist

#### **Job Summary/Job Purpose:**

The post holder is identified as a skilled and creative practitioner with knowledge of working with and supporting people living within their own communities and will be an integral member of the Integrated Community Network Teams. The post holder although based as part of the Integrated Network Team will also work with the GP Practices, residential care homes and into the community to respond in a timely way to patients needs in the community and within residential care homes. The post holder will need to work with the Band 7 Speech and Language Therapist to develop service in Primary Care within their cluster, working closely with GP staff, and the wider Multi-disciplinary staff within the practices as well as the Integrated Community Network

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Teams and the Community Resource Team.

The Integrated Community Network Teams work to develop seamless pathways of care and support. This role will be key to be responsive to people's needs within their localities by working in collaboration with the GP practices and professionals with the Integrated Community Network Team in getting involved at the very earliest point to try to keep people in their homes. The role will be key in bringing existing services through already established Integrated Network Teams, Community Resource Teams and Community Services together in a multi-disciplinary/agency approach to wrap around people's needs. We aim to provide a team around the person, which enabled individuals to have the right support at the right time. This ensures choice and control for individuals and places the person at the centre of their care. It provides a clear expectation that the person's voice and choice will be heard. The role will concentrate on maximising the independence of adults and enabling them to live their lives as they wish. The Teams are ambitious in looking to develop innovative and creative ways to support the individual and those important to them. It works to recognise the changing needs within communities and works collaboratively to meet them.

The Team currently consists of staff from Social Work, District Nursing Service and the Third Sector. It is now expanding to include a wider range of professionals, which will include: Occupational Therapy; Physiotherapy; Community Psychiatric Nursing; Speech and Language Therapy and Pharmacy support. The Team will work collaboratively with staff from the GP surgeries as a key part of the role. This holistic approach provides a full offer of support for adults with changing needs in their localities as well as meeting complexity of needs.

Acting within their professional boundaries, the post holder will provide support and intervention for the presenting person through holistic person centred assessment, clinical assessment, diagnosis, treatment and evaluation of their care within set parameters and across the multi-agency team approach. They will demonstrate safe, clinical decision-making and expert care and support for people within their homes and locality general practices.

The post holder will work collaboratively with the wider multi-disciplinary general practice teams to meet the needs of people within their communities. They will be a key member in providing an effective team around the person.

To be responsible for the organisation and planning of own specialist caseload. This will utilise policy and professional knowledge to prioritise patients and plan their management, evaluating patient needs in relation to demands on the service with support from a senior therapist.

To contribute to departmental research and demonstrate evidence-based practice; ensuring own practice complies with current clinical effectiveness standards and

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treatment models.

To act as a specialist independent practitioner in the systematic autonomous provision of Speech and Language Therapy services for adults with speech, language, communication and swallowing difficulties.

To be responsible for the assessment, differential diagnosis, treatment and discharge of own caseload within scope of practice; with support to identify and manage risk within own caseload.

To take an appropriate and significant role within the multi-disciplinary team contributing specialist professional expertise as part of the wider multi-professional team in the management of clients with speech, language, communication and swallowing difficulties ensuring that complex information about individual patients is understood by all relevant personnel.

To participate in formal and informal training to relevant staff, carers and other professionals as appropriate or requested by line manager.

To deliver relevant work based learning for the multi-disciplinary team as required.

To maintain all associated records related to the management of own caseload; ensuring compliance with local and professional standards.

To provide clinical support to peers, less experienced Therapists and therapies assistants working in the same clinical setting and student placements in discussion with the senior therapist.

### **DUTIES/RESPONSIBILITIES:**

- To be responsible for the organisation and planning of own specialist caseload ensuring timely and effective management, working flexibly in order to meet urgent service needs.
- To work within the departmental referral system; receiving self-referrals and referrals from other relevant professionals concerned with any of the clients on the caseload, in line with Royal College of Speech and Language Therapists guidelines.
- To utilise departmental policy and professional knowledge to prioritise patients referred to the service and to make plans for caseload management; balancing the clinical needs of clients referred in consultation with a senior therapist as appropriate.
- To manage the workload of more junior Speech and Language Therapists or Assistants working with you.
- To communicate complex condition-related information in written and verbal report form on individual cases to clients, carers and multi-disciplinary team members, in a timely and effective manner.
- To ensure that accurate and contemporaneous Speech and Language Therapy records are

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maintained for clients referred to the service, in line with professional standards set locally, both in BCBC and Cwm Taf Morgannwg, and as defined by Royal College of Speech and Language Therapists (RCSLT) and Health and Care Professions Council (HCPC).

- To ensure that onward referrals are undertaken in a timely and appropriate manner.
- To attend all relevant professional, team and departmental meetings; to receive and share information relevant to maintaining consistent professional standards, ensuring own contribution to positive service development and commenting on proposals.
- To contribute to the development of the multi-disciplinary team, department and service through discussion of relevant issues, policies, procedures etc., and implementing policies / service changes relevant to own specialist caseload development.
- To establish, maintain and review minimum standards of care for clients on own specialist caseload, evaluating patient needs in relation to demands on the service in consultation with the senior therapist.
- To continually monitor and evaluate own specialist role and the appropriateness of clinical input; providing verbal and written feedback to senior colleagues as required and contributing to service specifications and service development.
- To follow all departmental administrative procedures and provide accurate statistical information to the Head of Department or her designates as instructed, assisting in analysis as requested.
- To take responsibility for the care and maintenance of equipment for the Speech Therapy Service in Bridgend Integrated Community Network Teams, ensuring standards of infection control and safety are maintained including loaned equipment.
- To take responsibility for monitoring stock levels and ordering specialist equipment and resources as required, including keeping up to date inventories.
- To advise the line manager on issues of service delivery including shortfall, service pressures etc.
- To provide professional advice in the development and implementation of risk assessments and management plans within a multi-disciplinary framework.
- To work effectively with partners in Health, Social Services and within the voluntary sector.
- To provide specialist professional service reports contributing to service specification, Quality Standards and the wider clinical governance agenda including reviewing services consulting with service users and developing public participation in service development.
- To comply with and instigate audits to improve standards of care for clients and provide written reports of outcomes and recommendations as requested.
- To take part in and learn from relevant research and use this knowledge to improve clinical practice.
- To contribute this knowledge to development of evidence-based practice within the

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department and multi-disciplinary team to ensure that best practice methods and evidence-based therapeutic interventions are integrated into patient care.

- To constantly measure therapy outcomes and evaluate efficacy using formal review assessments, individual perceptual rating scales, own professional judgment and all agreed departmental protocols, to both maintain and improve quality of care.
- To be fully accountable for own professional actions and to work within scope of practice and a clinical framework without direct supervision.
- To provide specialist autonomous assessment and diagnostic services to the patients referred with a wide range of speech, language, communication and swallowing needs; using knowledge and highly developed auditory, perceptual and empathic skills to obtain the most accurate and holistic assessment profile of adults on own caseload.
- To use specialist knowledge and experience, under-pinned by evidence-based practice; to define a differential diagnosis based on the evidence from a range of formal and informal assessment tools.
- To make specialist clinical decisions following the assessment of complex cases and identify factors which may influence the adults communication abilities including vision, hearing, medication and socio-economic and cultural factors, in order to structure clear care plans based on best practice.
- To have a specialist knowledge of a range of therapeutic techniques; to develop complex programmes of care, specific to individual clients and family needs, for own caseload.
- To have a specialist knowledge of a full range of intervention strategies, information sources and support groups appropriate to the client group, to empower the client/family/carers to make informed choices and plan for the future.
- To set agreed, realistic long term objectives and functional goals for each individual patient, monitoring and assessing progress. Within this process demonstrating excellent inter-personal skills, established negotiation skills and the ability to manage conflict.
- To provide specialist advice, modelling, training and support to professional colleagues/carers developing their active and purposeful involvement with the client; enabling them to carry out specific therapeutic activities/interventions where appropriate, to facilitate the client's communication and swallowing rehabilitation to maximise their potential.
- To be responsible for identification and the onward referral to the wider Multi professional team for additional specialist assessment and input, incorporating these results into the management of the patient.
- To ensure that the emotional and physical demands of working with patients who are experiencing or presenting with distressing symptoms are managed in an effective, and professional manner, so that each patient receives sympathetic management and the best possible individual care regardless of overall caseload demands.
- To disclose results of differential diagnosis and provide / share complex and often distressing information regarding communication and swallowing status and therapeutic options to clients and families and other professionals in a sensitive manner, appropriate to the level of

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knowledge in order to overcome any barriers to understanding.

- To ensure regular attendance at all relevant client focused service planning meetings and case conferences across disciplines and agencies; where appropriate to contribute professional expertise and ensure maximum input into the holistic care of each patient and family within own caseload.
- To accurately and objectively inform the multi-disciplinary team decision-making process regarding diagnosis and/ or treatment; substantiate information and argue the case should differences of opinion arise with support from senior therapists as appropriate.
- To contribute to the development of policies and procedures as part of the multi-disciplinary team within own specialist clinical area.
- To utilise clinically focused training and therapy programmes with relatives/carers and other professionals in order to enhance communicative and swallowing ability of clients on the caseload and improve clinical outcomes.
- To participate in joint therapy sessions with other members of the multi-disciplinary team in order to maximise functional outcomes.
- To provide professional reports summarising progress and proposed care plans to other relevant professionals in order to contribute to the effective management of all individuals on own specialist caseload observing freedom of information act and data protection guidelines.
- To ensure that patients are involved in the planning and prioritisation of their care plans wherever possible.
- To manage patients and carers / relatives who may be under stress or exhibiting challenging behaviour or challenging communication difficulties including the application of appropriate management strategies.
- To employ excellent communication skills at all times and with all clients, colleagues, partners and stakeholders dealing with initial complaints sensitively, avoiding escalation where possible.
- To maintain intense concentration in all aspects of patient management for prolonged periods, in particular to monitor auditory, visual and kinaesthetic aspects of clients communication.
- To use specialist knowledge to advise families, other professionals and carers about appropriate alternative and augmentative communication aids, and to offer support and training to families, other professionals and carers in the development and effective utilisation of these alternative means of communication.
- To have an awareness of dysphagia instrumental assessments and refer as clinically appropriate.
- To be flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions.
- To contribute to new staff inductions within the Integrated Community Network Teams as required by the senior therapist.

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- To participate in appropriate training for relatives/carers in topics related to own specialist service area.
- To participate in appropriately focused health promotion activities and contribute towards increasing public awareness of communication and swallowing disorders and other relevant and related difficulties.
- To contribute specialist knowledge and experience in the development of resources, handouts and training packages as required.
- To disseminate information from Clinical Excellence Networks, courses and journals to the Speech and Language Therapy team and to other professional colleagues as appropriate.
- To contribute to the maintenance of a central library of resources/activities that can be accessed by other Speech and Language Therapists.
- To assist in the organisation and delivery of training as directed by senior therapist.
- To provide placements for student Speech and Language Therapists.
- To provide feedback to senior therapist, regarding student therapists who are on/will be embarking on a student placement and providing regular feedback and reports as requested.
- To act as an information resource on language / communication / swallowing and other related difficulties / disorders to relatives / carers and all professional colleagues and partner agencies.
- To facilitate the development of others problem-solving and negotiation skills within peer support and clinical supervision.
- To provide second opinions and advice to more junior colleagues and other professionals within own specialist clinical area.
- To contribute specialist knowledge and participate in training within and beyond the Health Board as directed and delivered at both under-graduate and post-graduate level.
- To be responsible for individual professional development, developing knowledge and skills in order to maintain and develop a high level of skills and clinical competency.
- To participate in an annual performance review, including setting objectives, review performance, training needs analysis and have a Personal Development Plan.
- To complete relevant training and CPD requirements as required for registration by RCSLT and HCPC.
- To be a member of a relevant Clinical Excellence Networks (CEN's) to share and acquire appropriate clinical knowledge and learn from other colleagues in a professional network.
- To adhere to quality standards set by RCSLT and to be a registered member of HCPC.
- To understand and adhere to all relevant Health Board Policies and Procedures.

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- To attend mandatory training courses as required by the Health Board.
- To be responsible for advising Line Manager and Head of Department when re-training and / or refresher courses are needed in order to maintain personal and professional competence and compliance with Health Board / departmental requirements and minimise risk by acting in a clinically and professionally safe and responsible way.
- To attend and take an active part in all relevant team meetings to contribute to team development.
- To attend and take an active role in relevant clinical supervision in order to ensure quality, governance and professional development.
- To work within own scope of practice; recognising limitations and seeking appropriate advice to ensure compliance with standards set out by RCSLT and HCPC.
- To seek support and practical help in order to ensure that the emotional and physical demands of working with patients who experience or present with distressing symptoms is managed in an effective, and professional manner.
- To participate in the development of clinical standards, maintain these to a high level, identifying risk factors and be responsible for risk management within own specialist caseload.
- To constantly measure therapy outcomes and evaluate efficacy using both formal review assessments, individual perceptual rating scales, own professional judgment and all agreed departmental protocols in order to both maintain and improve quality of care.
- To follow Health Board and Departments policies and procedures in managing compliments, complaints and incidents.
- Where appropriate and in discussion with their line manager, the post holder may request / require additional skills and expertise, likely to lead to professional development and advancement where these are deemed advantageous of the service. Such skills and expertise, once acquired will not form the basis of new duties requiring a review of grading unless this has been specified in writing, after an agreed period of experience.
- To demonstrate the ability to reflect on practice with peers and mentors and identify own strengths and development needs.



## Person Specification

### Bridgend Integrated Community Network Teams

#### Specialist Speech and Language Therapist - Band 6

Attribute/Skill	Essential	Desirable	Assessed by
Qualifications & Training	<p>Recognised Speech and Language Therapy Degree</p> <p>Registered member of Health and Care Professions Council</p> <p>Registered member of Royal College of Speech and Language Therapists</p> <p>Postgraduate qualification in dysphagia or equivalent experience with demonstrable dysphagia competencies</p>	<p>Relevant postgraduate courses</p> <p>Completion of Clinical Supervisor course</p>	<p>Application form</p> <p>Certificate / License to Practice</p>
Experience	<p>Evidence of post qualification and experience of working with an adult caseload</p> <p>Experience of supervising Speech and Language Therapy students</p> <p>Use and interpretation of assessments for specialist caseload</p> <p>Experience and implementation of a range of specialist treatment options for individuals and groups</p> <p>Ability to manage specialist caseload without direct supervision</p> <p>Independently plan and prioritise own caseload</p> <p>Evidence of delivering training to Speech and Language Therapists and wider MDT</p> <p>Good formal presentation skills</p> <p>Planning and delivery of clinical audit</p> <p>Working within an MDT</p>	<p>Experience of working within a community setting</p> <p>Evidence of supporting and mentoring less experienced Speech and Language Therapists within area of clinical responsibility</p> <p>Experience of working with alternative and augmentative communication</p>	<p>Application form</p> <p>Interview</p>
Knowledge & Skills	<p>Specialist knowledge underpinned by current evidence-based practice</p>		<p>Application form</p>

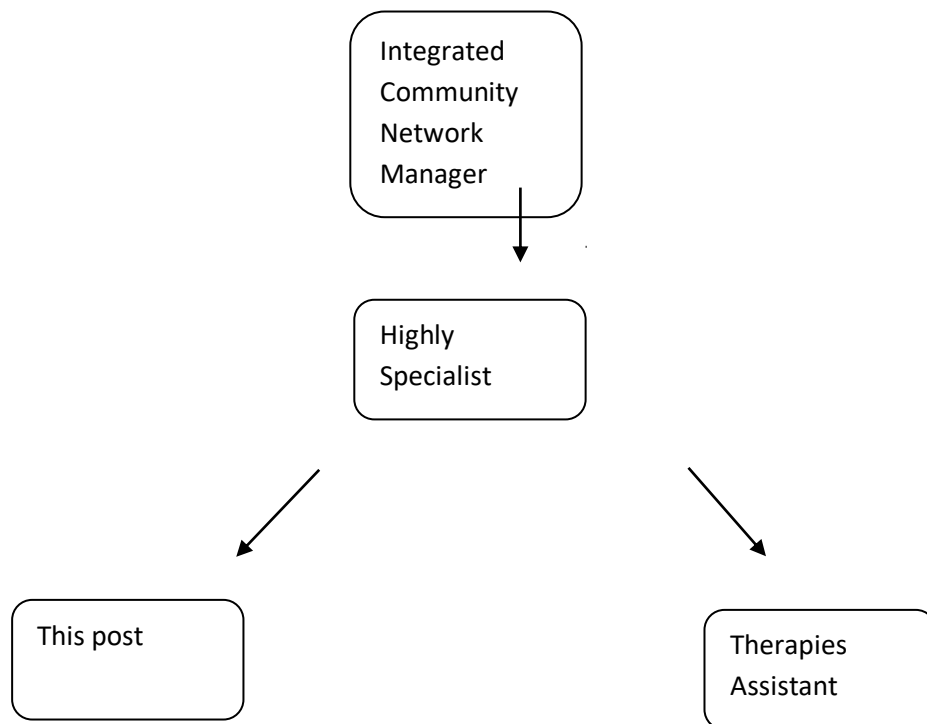
	<p>Accurate administration and analysis of assessments leading to differential diagnosis</p> <p>Good verbal and written skills to share complex and sensitive information</p> <p>Able to work unsupervised and independently as an active member of MDT negotiating case management</p> <p>Implementing local and national service policies and procedures</p> <p>Ability to manage conflict and generate solutions</p> <p>Demonstrates understanding of wider public service policies e.g. Safeguarding, Health &amp; Safety, Equality and Diversity etc.</p> <p>Implementation of clinical governance/audits/research within own specialism</p> <p>Highly developed auditory / perceptual skills and fine motor skills</p> <p>Ability to concentrate intensively for prolonged periods of time</p> <p>Ability to manage frequent exposure to and delivery of distressing information</p> <p>Ability to manage frequently unpleasant working conditions e.g. sputum, body fluids, aggression</p> <p>Good analytical and reflection skills</p> <p>Good prioritisation skills</p> <p>Evidence of team working</p> <p>Computer literate including good knowledge and use of PC software</p>		<p>Interview</p> <p>References</p>
Personal Attributes	Demonstrates understanding of own scope of practice and person centred care:	Ambassador for Speech and Language Therapy profession, department and Health Board	<p>Application form</p> <p>Interview</p>

	<ul style="list-style-type: none"> <li>• Positive</li> <li>• Reflective</li> <li>• Flexible to meet the needs of the service</li> <li>• Motivated</li> <li>• Organised</li> <li>• Innovative</li> <li>• Solution focussed</li> </ul>	Ability to speak or learn Welsh to a satisfactory level	
Interests/Other	<p>The ability to travel around the Health Board in a timely manner.</p> <p>Satisfactory DBS check.</p>		

## Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



**Job Title: Specialist Speech and Language Therapist**

**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
May need to sit in restricted positions during consultations, if patient/client requires this to reduce their anxiety.	<b>Twice a Week</b>	<b>15 – 20mins per patient</b>	
Occasional requirement to manoeuvre clients in wheelchairs.	<b>Twice a month</b>	<b>Up to 15mins</b>	

Use of VDU equipment to communicate via Email and enter patient notes on electronic system.	<b>Daily</b>	<b>Most of day</b>	Able to take breaks away from VDU equipment.
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## 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 non-clinical 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
Frequent intense concentration required when undertaking consultation sessions with clients, and planning treatment plans and interventions.	Daily	Most of day	

## 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**

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Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Giving distressing news of life changing diagnosis.	Daily	Up to 30mins	
Dealing with distressing symptoms eg. self harm, reported inappropriate sexual activity.	Daily	Up to 20mins	

### 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
Frequent exposure to unpredictable home conditions eg. Lice, fleas.	Daily	30mins	
Occasional exposure to verbal aggression from clients/patients and relatives.	Once a Month	Up to 30mins	

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