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University Health Board

DISGRIFIAD SWYDD

MANYLION Y SWYDD

Teitl y Swydd:	Therapydd Arbenigol Iaith a Lleferydd
Band:	6
Oriau Gwaith/Natur y Contract:	I'w gytuno
Uwch Adran/Cyfarwyddiaeth:	I'w gytuno
Adran:	Speech and Language Therapy
Lleoliad:	I'w gytuno

TREFNIADAU'R SEFYDLIAD

Swydd arbenigol yw hon a bydd deilydd y swydd yn arweinydd clinigol mewn maes arbenigol.

Yn atebol i:

Yn rheolaethol:	Dirprwy Bennaeth Therapi Iaith a Lleferydd Pennaeth Gwasanaethau Therapi Iaith a Lleferydd
Yn adrodd i:	Arweinydd Tîm Clinigol Therapydd Iaith a Lleferydd
Yn gyfrifol am:	Staff Dirprwyedig Therapi Iaith a Lleferydd Staff Dirprwyedig Iechyd / Gofal Cymdeithasol / Personél Addysg Gwasanaethau Therapi Iaith a Lleferydd

CRYNODEB/PWRPAS Y SWYDD:

Bydd deilydd y swydd yn cyfrannu at ddarpariaeth iechyd a gofal cymdeithasol i'r bobl a wasanaethir o fewn BIPBC gan gymryd rhan yng nghyflawniad cenhadaeth ac amcanion ansawdd y Bwrdd Iechyd drwy ddarparu gwasanaethau therapi iaith a lleferydd effeithiol ac effeithlon o fewn yr adnoddau sydd ar gael ac yn unol â chofrestriad a Chôd Ymarfer RCSLT a'r HCPC.

DYLETSWYDDAU/CYFRIFOLDEBAU

Cytunir ar Gynllun Swydd gyda deilydd y swydd, a chaiff ei adolygu'n rheolaidd gyda'r Rheolwr Llinell ddirprwyedig, er mwyn sicrhau bod blaenoriaethau'r gwasanaeth yn cael eu deall yn glir a bod modd cytuno ar amserlenni yn y gweithle.

Bydd deilydd y swydd yn:

- Dal llwyth gwaith a darparu gwasanaeth therapi iaith a lleferydd i blant a/neu oedolion gydag ystod o anawsterau cyfathrebu a/neu fwydo a llyncu. Mae hyn yn cynnwys asesu, rhoi diagnosis, trin, rheoli a rhyddhau cleientiaid o'r llwyth achos. Efallai y caiff cleientiaid eu gweld mewn sefyllfaoedd amrywiol e.e. yr ysgol / y clinig / yr ysbyty / lleoliad gofal cymdeithasol ac yn y cartref
- Byddwch yn gweithio fel aelod o'r tîm Therapi iaith a Lleferydd a thimau amlddisgyblaethol sy'n cydweithio ac yn cynghori asiantaethau eraill o ran anghenion penodol y cleient a darparu gwasanaeth.

Bydd deilydd y swydd yn dal portffolio sy'n cynnwys y meysydd canlynol o gyfrifoldeb i sicrhau bod arferion clinigol a llywodraethu yn hollol integrol i ddarpariaeth gwasanaeth ar draws yr ardal leol:

- Cyfrifoldebau clinigol - o fewn un neu fwy o ardaloedd clinigol neu ddaearyddol, gweithio o fewn baich achos arbenigol.
- Cyfrannu mewn grwpiau Gorchwyl a Gorffen / cyfrifoldebau rheoli prosiectau, ar y cyd â'r Rheolwr Gwasanaeth. Gall hyn fod o fewn grŵp clinigol arbenigol neu ar draws rhwydwaith amlddisgyblaethol e.e. safonau clinigol, hyfforddiant a datblygiad, archwilio; ymgysylltiad â'r defnyddiwr gwasanaeth; gwerthuso gwasanaeth a chynlluniau gwella.
- Gweithio fel rhan o dimau amlddisgyblaethol.
- Cyfrifoldebau rheolwr llinell ar gyfer cydweithwyr iau fel y cytunwyd arno.

Bydd deilydd y swydd yn aelod o grŵp clinigol arbenigol /rhwydweithiau amlddisgyblaethol, gan weithio gydag uwch staff i:

- Ymgymryd â chyfrifoldebau llywodraethu clinigol o ran y maes gwasanaeth o fewn y grwpiau arbenigol clinigol a'r rhwydweithiau clinigol amlddisgyblaethol.
- Cefnogi datblygiad, gweithrediad a gwerthusiad Dangoswyr Ansawdd Allweddol (KQI).
- Moderneiddio gwasanaethau Therapi iaith a Lleferydd, gan sicrhau cynladwyedd a chyflawni gofal iechyd doeth.

CYFRIFOLDEBAU CLINIGOL

Wrth weithio gyda chleientiaid, bydd y Therapydd iaith a Lleferydd yn:

- Defnyddio sgiliau a gwybodaeth therapi iaith a lleferydd, a dan ategir gan arferion cyfredol sy'n seiliedig ar dystiolaeth i helpu rheoli'r llwyth gwaith, mewn partneriaeth ag aelodau'r timau Gwasanaeth Therapi iaith a Lleferydd ac amlddisgyblaethol fel sy'n briodol.
- Cynnig asesu (dwyieithog) sy'n glinigol effeithiol, rhoi diagnosis, rheoli, trin a rhyddhau unigolion sy'n cael eu cyfeirio ag anhwylderau sy'n effeithio ar leferydd, iaith, rhuglder, cyfathrebu a bwyta / yfed fel rhan o'r llwyth achosion, gofyn am gyngor / cyfeirio / trosglwyddo i weithwyr proffesiynol, asiantaethau a gwasanaethau eraill fel bo'n briodol.

- Sicrhau bod cleifion / gofalwyr yn cael eu cynnwys o ran datblygu a gwerthuso pecynnau gofal / nodau gofal, gan ddefnyddio targedau CAMPUS wedi'u seilio ar dystiolaeth, mesurau canlyniadau clinigol a rhyddhau lle bo'n briodol, gan roi ystyriaeth briodol i wahaniaethau diwylliannol ac ieithyddol, gofynion dwyieithog a Deddf yr Iaith Gymraeg.
- Sicrhau bod defnyddwyr gwasanaeth yn cael y cyfle, fel partneriaid cyfartal a rymuswyd drwy gydlynriad gwybodus, ymrwymiad i fynediad, darpariaeth gwybodaeth a chyfranogiad a gefnogir ar bob cam y llwybr therapiwtig.
- Sicrhau dirprwyo diogel trwy ymgysylltu â chleifion / gofalwyr a gweithwyr proffesiynol eraill a'u hyfforddi, trwy ddarparu gwybodaeth ac adroddiadau ysgrifenedig hygyrch yn amlinellu dulliau o reoli a gofalu am gleifion, fel bod pawb sydd ynghlwm wrth y cyfan yn gwybod am y ffordd orau o helpu'r cleient i gyflawni nodau therapi ac i ddefnyddio potensial cyfathrebu i'r eithaf mewn amrywiaeth o amgylcheddau a lleoliadau cymdeithasol eraill.
- Darparu ymyriadau a strategaethau unigol, grŵp neu gyffredinol.
- Ysgrifennu rhaglenni therapi i Gynorthwywyr Iechyd / Gofal Cymdeithasol / Addysg ac eraill eu rhoi ar waith.
- Sicrhau bod pecynnau gofal yn cael eu gwerthuso ar ddiwedd cyfnod o ofal, gan ddefnyddio mesurau canlyniad clinigol a rhyddhau pan yn briodol.
- Sicrhau cyfrinachedd cleifion bob amser.

CYFATHREBU

Bydd deilydd y swydd yn:

- Gweithio gydag aelodau eraill timau perthnasol i sicrhau bod pawb yn derbyn gwybodaeth briodol am yr unigolyn ac yn cael dealltwriaeth lawn o gyflwr yr unigolyn; darparu cynllun gofal a gydlynwyd yn dda, lle bydd pawb yn dod i gytundeb am benderfyniadau sy'n berthnasol i reolaeth cleient.
- Gweithio'n agos gyda chleientiaid, gofalwyr a theuluoedd; dangos empathi gyda chleientiaid, gofalwyr, teuluoedd a chydweithwyr i sicrhau bod cyfathrebu effeithiol yn cael ei gyflawni, yn enwedig lle bo rhwystrau i ddealltwriaeth yn bodoli.
- Ysgogi'r unigolyn/gofalwyr i ymgysylltu yn y broses therapiwtig, gan drafod a darbwyllio teuluoedd/gofalwyr/eraill i gefnogi pan yn briodol.
- Mynychu cynadleddau achos pan yn briodol.
- Cydweithio gyda'r gweinyddydd/cynorthwywyr arbenigol i wneud apwyntiadau prydlon ar gyfer asesiadau/sesiynau therapi; anfon gwybodaeth ysgrifenedig a pharatoi deunyddiau therapi ysgrifenedig priodol.
- Meithrin cydberthnasau cynhyrchiol a chymell cleientiaid a/neu ofalwyr i gymryd rhan yn y broses therapiwtig.
- Defnyddio sgiliau trafod i reoli gwrthdrawiadau ar draws ystod o sefyllfaoedd ac ymdrin â chwynion anffurfiol yn sensitif, gan osgoi esgyniadau os yn bosibl.
- Ymgysylltu â chydweithwyr Therapi Iaith a Lleferydd mewn ardaloedd cyfagos er mwyn sicrhau bod gofal yn cael ei drosglwyddo'n esmwyth i gleifion yn yr ardal a wasanaethir gan BIPBC a'r tu allan iddi.

DATBLYGIAD PROFFESIYNOL A PHERSONOL

Bydd deilydd y swydd yn:

- Cyfrannu at system arfarnu staff yr Adran (Adolygu Datblygiad Personol - PADR), a chytuno ar gynllun amcanion o ran datblygu personol a phroffesiynol gyda'r therapydd sy'n goruchwylio. Bydd yr amcanion a osodir yn adlewyrchu cynlluniau'r Gwasanaeth a BIPBC, gan gynnwys amcanion penodol sy'n ymwneud â meysydd gwaith.
- Cymryd rhan mewn grwpiau cefnogi cyfoedion; gan ystyried arferion gyda chydweithwyr a mentor i nodi cryfderau personol ac anghenion datblygiad. Bydd hyn yn cynnwys rhannu a dosbarthu gwybodaeth o gyfnodolion a llenyddiaeth berthnasol ac adolygiadau cyfoedion.
- Cymryd rhan mewn goruchwyliaeth glinigol. Mynychu cyrsiau a chyfarfodydd perthnasol, grwpiau diddordeb arbennig a hyfforddiant mewnol er mwyn datblygu a chynnal sgiliau a gwybodaeth.
- Cynnal aelodaeth RCSLT lawn a chyflawni gofynion cofrestriad HCPC i gwrdd â gofynion y swydd a sicrhau arferion gorau diogel, cyfredol ac ar sail tystiolaeth.
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- Ymgymryd â hyfforddiant statudol ac anstatudol a sicrhau bod eich gwybodaeth am bolisiau a gweithdrefnau perthnasol yn gyfredol gan gynnwys Iechyd a Diogelwch, Deddf yr Iaith Gymraeg, y Ddeddf Galluedd Meddyliol, DoLS, Amddiffyn Plant / POVA, Codi a Chario / Ymdrin â Gwrthrychau, COSSH, Tân, Rheoli Heintiau, CPR a fframweithiau cyfreithiol eraill. Defnyddio gwybodaeth berthnasol a dysgu ar gyfer ymarfer eich hunan a goruchwyllo eraill.
- Ymgymryd â hyfforddiant DATIX ac Aseswyr Risg er mwyn gallu adrodd ar sefyllfaoedd sy'n cynnwys risg bersonol a/neu risgiau i eraill a'u rheoli.
- Gweithio gyda chlinigwyr i sicrhau bod egwyddorion Llywodraethu Clinigol yn tanategu holl arferion clinigol.
- Mynychu a chyfrannu at gyfarfodydd staff a thîm adrannol ar gais y rheolwr.

HYFFORDDI ERAILL

Bydd deilydd y swydd yn:

- Cynorthwyo i gynefino therapyddion newydd eu cyflogi a staff eraill.
- Cefnogi cydweithwyr Therapi Iaith a Lleferydd eraill i roi cyflwyniadau a defnyddio pecynnau hyfforddiant.
- Paratoi deunyddiau ar gyfer sesiynau hyfforddiant ac addysgol yn ôl yr angen - gallai hyn gynnwys paratoi cyflwyniadau PowerPoint.
- Darparu a chofnodi cefnogaeth briodol i gyd-bartneriaid mewn gofal, defnyddwyr gwasanaeth a gwirfoddolwyr i sicrhau dirprwyo pecynnau gofal cyfathrebu a/neu lyncu diogel.
- Cyfrannu'n barhaus at sesiynau ymsefydlu, hyfforddi, datblygu a goruchwyllo Cynorthwywyr Therapi Iaith a Lleferydd, Ymarferwyr Cyswllt a gwirfoddolwyr, a hefyd cyfrannu at eu gwaith gyda chleientiaid penodol a/neu at eu dyletswyddau sy'n ategu at lwybrau gofal Therapi Iaith a Lleferydd a gweithrediadau gwasanaeth.

ARWEINIAD CLINIGOL

Bydd deilydd y swydd yn:

- Bod yn adnodd clinigol gweladwy a hygyrch mewn lleoliadau/rhwydweithiau clinigol i reolwyr, staff, defnyddwyr gwasanaeth a'u teuluoedd, gan gyfranogi mewn diwylliant arwain cadarn a'i gefnogi.
- Cefnogi'r Arbenigwyr Clinigol a rheolwyr gwasanaeth er mwyn sicrhau bod safonau ardderchog yn cael eu cynnal mewn meysydd arbenigedd yn y grwpiau clinigol a'r timau / rhwydweithiau amlddisgyblaethol. Mae hyn yn cynnwys adolygu dogfennaeth, monitro rhyngweithio rhwng staff a defnyddwyr gwasanaeth, er mwyn sicrhau eu bod yn cael eu trin gydag urddas, parch, caredigrwydd a thrugaredd bob amser; cydymffurfio â hanfodion gofal, a sicrhau bod pryderon a chwynion yn cael sylw mewn ffordd briodol a phrydlon.
- Datblygu amcanion neu brosiectau mewn meysydd clinigol dynodedig ac ymgysylltu cydweithwyr mewn gweithredu cydweithio â rheolwyr gwasanaeth.
- Gweithio'n agos gyda therapyddion yn eich ardaloedd clinigol eich hun i sicrhau arfer gorau ac i fonitro safonau

YMCHWIL A DATBLYGIAD

Bydd deilydd y swydd yn:

- Cyfrannu at grwpiau arbenigol clinigol, grwpiau Gorchwyl a Gorffen, a rhwydweithiau amlddisgyblaethol, gan ymgymryd ag archwilio, ymchwil a gweithgareddau PPI yn eich maes gwasanaeth eich hun gyda chyfarwyddyd uwch gydweithwyr i sicrhau bod gwasanaethau'n cael eu darparu'n unol â safonau arfer gorau.
- Sicrhau bod gwasanaethau sy'n cael eu darparu o fewn maes cyfrifoldeb eich hunan yn derbyn gwerthusiad cywir, gan ddefnyddio mesurau canlyniad yn erbyn safonau lleol a chenedlaethol y cytunwyd arnynt.
- Casglu a darparu data ymchwil fel bo angen ar gyfer rhaglenni eich hunan ac adrannol eraill.
- Cynnal archwiliadau ym maes eich arfer eich hun.

DATBLYGU POLISIÂU / GWASANAETHAU

Bydd deilydd y swydd yn:

- Dangos gwybodaeth a chadw at a gweithredu polisiau, canllawiau a gweithdrefnau RCSLT, BIPBC ac adrannol o fewn meysydd arfer.
- Mynychu a chymryd rhan yn weithredol mewn cyfarfodydd tîm staff a grwpiau arbenigol clinigol/dyddiau datblygiad proffesiynol yn unol â'r rheolwr llinell.
- Cyfrannu at ddatblygu gwasanaethau yn eich maes eich hunan.
- Cyfrannu at ddatblygu gwasanaethau Cymraeg/dwyieithog.
- Cyfrannu at adeiladu tîm rhyngasiantaethol/amlasiantaethol

ADNODDAU DYNOL

Bydd deilydd y swydd yn:

- Goruchwyllo gwaith clinigol Cyffredinolwyr, Ymarferwyr Cyswllt, Cynorthwywyr, a gwirfoddolwyr gan sicrhau bod tasgau a dyletswyddau mewn perthynas â chleientiaid yn cael eu dirprwyo'n ddiogel.
- Arddangos rhaglenni therapi i weithwyr iechyd/gofal cymdeithasol/addysgol, teuluoedd a gofalwyr.
- Cymryd rhan mewn cynefino staff.
- Cynnig lleoliadau i fyfyrwyr Therapi Iaith a Lleferydd gan gynnwys y rhai o grwpiau proffesiynol eraill, fel y'i trefnwyd.
- Darparu cyngor i blant ysgol, oedolion ifanc a myfyrwyr ôl-radd ac esbonio swyddogaeth y Therapydd Iaith a Lleferydd i ymwelwyr, myfyrwyr a gwirfoddolwyr.

ADNODDAU GWYBODAETH

Bydd deilydd y swydd yn:

- Cynnal cofnodion cywir a chyfoes yn unol â safonau proffesiynol RCSLT a pholisïau lleol y Bwrdd Iechyd.
- Rhannu gwybodaeth gydag eraill, gan gadw at ganllawiau gwarchod data.
- Mewnbynnu a chasglu data gweithgaredd yn gywir a rheolaidd, gan sicrhau cyflwyniad amserol a chywir o fewn canllawiau BIPBC.
- Cadw at bolisïau a chanllawiau Llywodraethu Gwybodaeth.

CYFRIFOLDEBAU ERAILL

Bydd deilydd y swydd yn:

- Monitro lefelau stoc yn eich maes gwasanaeth eich hunan a gwneud ceisiadau am gyfarpar newydd ac adnoddau fel sy'n briodol.
- Bod yn gyfrifol am olrhain, diogelwch, gofal a chynnal o ran offer mewn arferion gwaith, gan sicrhau bod safonau rheoli heintiau a diogelwch yn cael eu cynnal - gan gynnwys offer sy'n cael eu rhoi ar fenthyl i gleientiaid.

GOFYNION CYFFREDINOL

- **Gallu:** Ni ddylai deilydd y swydd ar unrhyw adeg weithio y tu hwnt i lefel ddiffiniedig cymhwyster. Os oes gan ddeilydd y swydd bryderon ynghylch hyn, dylai drafod hyn ar unwaith â'i reolwr/goruchwyliwr. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w oruchwyliwr/rheolwr os oes ganddynt amheuaeth ynglŷn â'u gallu i wneud eu dyletswydd.
- **Gweithiwr Proffesiynol Iechyd Cofrestredig** Gofynnir i holl weithwyr y Bwrdd Iechyd y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
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- **Goruchwylio;** Lle mae'r sefydliad proffesiynol priodol yn gofyn am oruchwyliaeth, cyfrifoldeb deilydd y swydd yw sicrhau cydymffurfiaid â hyn. Os bydd gan weithwyr unrhyw amheuaeth am fodolaeth gofyniad o'r fath, dylent siarad â'u Rheolwr Llinell.
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- **Rheoli Risg:** Elfen safonol o rôl a chyfrifoldeb holl staff y Bwrdd Iechyd yw eu bod yn cyflawni rôl ragweithiol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau priodol ac adrodd am bob digwyddiad, achosion y bu ond dim iddynt ddigwydd a pheryglon.
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- **Fel un a gyflogir gan y BILL,** mae deilydd y swydd yn gyfreithiol gyfrifol am yr holl gofnodion y mae'n eu casglu, eu creu neu'n eu defnyddio fel rhan o'i waith yn y BILL (gan gynnwys iechyd cleifion, ariannol, personol a gweinyddol) p'un ai eu bod ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod o'r fath fel cofnodion cyhoeddus, ac mae gan ddeilydd y swydd ddyletswydd cyfrinachedd cyfreithiol i ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i aelod o staff adael y BILL). Dylai deilydd y swydd ymgynghori â'i R(h)eolwr Llinell os oes ganddo/ganddi unrhyw amheuaeth o ran y ffordd gywir o reoli'r cofnodion mae'n gweithio â nhw.
- **Gofynion Iechyd a Diogelwch:** Mae gan holl weithwyr y Bwrdd Iechyd ddyletswydd gofal statudol dros eu diogelwch personol eu hunain ac eraill yr effeithir arnynt gan eu gweithredoedd neu esgeulustod. Rhaid i ddeilydd y swydd gydweithredu â rheolwyr fel bod y BILL yn gallu bodloni ei ddyletswyddau cyfreithiol ei hun ac i roi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeilydd y swydd gadw at bolisiau rheoli risg, iechyd a diogelwch a pholisiau cysylltiedig y BILL.
- **Mae'n ofynnol bod pob gweithiwr y Bwrdd Iechyd yn dangos a chynnwys y Gwerthoedd a datganiadau Ymddygiadau er mwyn iddynt fod yn rhan integredig o waith deilydd y swydd ac i gynnwys yr egwyddorion i ddiwylliant y sefydliad.**
- **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.
- **Mae gofyn i ddeilydd y swydd fod yn ymwybodol o bwysigrwydd cadw gwybodaeth a gafwyd yn ystod ei ddyletswyddau yn gyfrinachol a diogel.** Mewn llawer o achosion bydd hyn yn cynnwys mynediad at wybodaeth bersonol sy'n gysylltiedig â defnyddwyr y gwasanaeth. Rhaid i ddeilydd y swydd drin pob gwybodaeth boed honno'n gorfforaethol, neu'n wybodaeth am staff neu gleifion mewn modd synhwyrol a chyfrinachol yn unol â darpariaethau deddf diogelu data 1998 a pholisi'r sefydliad.
- **Hybu Urddas ac Amrywiad yn y Gwaith** - Mae'r BILL wedi ymrwymo i hybu amrywiaeth mewn cyflogaeth ac urddas yn y gwaith. Mae'n cydnabod bod gwahaniaethu ac aflonyddu'n annerbyniol a'i bod er lles y BILL a'r bobl a wasanaethir ganddo i ddefnyddio sgiliau'r gweithlu cyfan. Rhaid i ddeilydd y swydd gydymffurfio â'r polisiau cyfleoedd cyfartal ac urddas yn y gwaith a chadw atynt.

Dyddiad Paratoi:

Paratowyd gan:

Dyddiad Adolygu:

Adolygwyd gan:

Cytunwyd gan:

Enw a Llofnod y Gweithiwr:

Dyddiad:

Enw a Llofnod y Rheolwr:

Dyddiad:



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JOB DESCRIPTION

JOB DETAILS

Job Title:	Specialist Speech and Language Therapist
Band:	6
Hours of Work/Nature of Contract:	To be agreed
Division/Directorate:	To be agreed
Department:	Speech and Language Therapy
Base:	To be agreed

ORGANISATIONAL ARRANGEMENTS

This is a specialist post and the postholder will have a clinical lead in a specified area

Accountable to:

Managerially:	Deputy Head of Speech and Language Therapy Head of Speech & Language Therapy Services
Reporting to:	Speech & Language Therapy Clinical Team Leader
Responsible for:	Delegated Speech and Language Therapy staff Delegated Health / Social Care / Education personnel Speech & Language Therapy students

JOB SUMMARY/JOB PURPOSE

The post holder will contribute to the provision of health and social care to the people served within BCUHB by participating in the achievement of the Health Board's mission and quality objectives by providing high quality, safe, efficient and effective speech and language therapy services within available resources and in accordance with the registration and Code of Practice of the RCSLT and the HCPC.

DUTIES/RESPONSIBILITIES

A Job Plan will be agreed with the post holder, and regularly reviewed with the designated Line Manager, to ensure service priorities are clearly understood and workplace timetables are agreed.

The post holder will:

- Hold a caseload and provide a speech and language therapy service to children and / or adults with a range of communication and / or feeding and swallowing difficulties. This involves the assessment, diagnosis, treatment, management and discharge of clients from the caseload. Clients may be seen in various settings e.g. school / clinic / hospital / social care setting and on a domiciliary basis

- Work as a member of the Speech and Language Therapy team and multi-disciplinary teams liaising with and advising other agencies in relation to the specific client's needs and service delivery.

The post holder will hold a portfolio which will include the following areas of responsibility to ensure that clinical practice and governance are fully integral to service provision across the localities:

- Clinical responsibilities – within one or more clinical or geographical areas, working within a specialist caseload.
- Participating in Task and Finish groups / project management responsibilities, in agreement with the service manager. This may be within a clinical specialist group or across a multi-disciplinary network, e.g. clinical standards; training & development; audit; service user involvement; service evaluation; and improvement plans.
- Working as a member of multi-disciplinary teams.
- Line management responsibilities for more junior colleagues as agreed.

The post holder will be a member of a clinical specialist group / multidisciplinary network, working with senior colleagues to:

- Undertake clinical governance responsibilities in relation to the service area within the clinical specialist groups and multi disciplinary clinical networks.
- Support the development, implementation and evaluation of Key Quality Indicators (KQI).
- Modernise Speech and Language Therapy Services ensuring sustainability and the delivery of prudent healthcare.

CLINICAL RESPONSIBILITIES

When working with clients, the Speech & Language Therapist will:

- Use speech and language therapy skills and knowledge, underpinned by current evidence based practice, to help manage the caseload in partnership with members of the Speech & Language Therapy Service and multidisciplinary teams as appropriate.
- Provide clinically effective (bilingual) assessment, diagnosis, management, treatment & discharge of individuals referred with disorders of speech, language, fluency, communication and eating / drinking within the caseload, seeking advice / referring / transferring to alternative professionals, agencies and services as appropriate.
- Ensure patients / carers are involved in the development and evaluation of packages of care / care aims, using SMART, evidence-based targets, clinical outcome measures, and discharging where appropriate, with due regard for cultural and linguistic differences, bilingual requirements and the Welsh Language Act.
- Ensure service users are afforded opportunities as equal, empowered partners through informed consent, commitment to access, information provision and supported participation at each stage of the therapeutic pathway.
- Ensure safe delegation through liaison and training of parents / carers and other professionals, with provision of accessible written information and reports outlining management and care of clients, so that all involved know how best to help the client to achieve therapy goals and maximise communicative potential in a variety of environments and other social settings.
- Deliver individual, group or generalising interventions and strategies.
- Write therapy programmes for Health / Social Care / Education Assistants and others to implement.
- Ensure packages of care are evaluated at the end of an episode of care using clinical outcome measures, and discharging when appropriate.
- Ensure patient confidentiality at all times.

COMMUNICATION

The post holder will:

- Work with other members of relevant teams to ensure all receive appropriate information about the individual and have a full understanding of the individual's condition; providing a well co-ordinated care plan whereby all reach agreement about decisions relevant to the client's management.
- Work closely with clients, carers and families; demonstrate empathy with clients, carers, families and colleagues to ensure that effective communication is achieved, particularly where barriers to understanding exist.
- Motivate the individual / carers to engage in the therapeutic process, negotiating with and persuading families / carers / others to support where appropriate.
- Attend case conferences when appropriate.
- Liaise with the administrative / specialist assistants to make timely appointments for assessment / therapy sessions; send out written information and prepare appropriate written therapy material.
- Form productive relationships and motivate clients and / or carers to engage in the therapeutic process.
- Use negotiation skills in the management of conflict across a range of situations and deal with informal complaints sensitively, avoiding escalation where possible.
- Liaise with Speech & Language Therapy colleagues in neighbouring areas to ensure smooth transfer of care for patients in and out of the area served by BCUHB.

PERSONAL & PROFESSIONAL DEVELOPMENT

The post holder will:

- Participate in the Department's staff appraisal system (Personal and Development Review - PADR), and agree a plan of objectives for personal and professional development with the supervising therapist. Objectives set will reflect the Service and BCUHB's plans, including specific objectives relating the areas of work.
- Participate in peer support groups; reflecting on practice with peers and mentor to identify own strengths and development needs. This will include sharing and disseminating information from relevant journals and literature, and peer review.
- Participate in Clinical Supervision. Attend relevant courses, meetings, special interest groups and in-service training in order to develop and maintain skills and knowledge.
- Maintain full RCSLT membership, and fulfil HCPC registration requirements to meet the requirements of the post and ensure safe, current and evidenced best practice.
- Keep an up to date record of CPD activity in the RCSLT CPD log.
- Undertake statutory and mandatory training and ensure an ongoing working knowledge of relevant policies and procedures including Health & Safety, Welsh Language Act, Mental Capacity Act, DoLS, Child Protection / POVA, Manual / Object Handling, COSHH, Fire, Infection Control, CPR and other legal frameworks. Apply relevant knowledge and learning to own practice and supervision of others.
- Undertake DATIX and Risk Assessor training to be able to report and manage situations involving personal risk and / or risks to others.
- Work with clinicians to ensure the principals of Clinical Governance underpin all clinical practice.
- Attend & contribute to departmental staff and team meetings at the request of the manager.

TRAINING OTHERS

The post holder will:

- Assist in the induction of newly employed therapists and other staff.
- Support other Speech and Language Therapy colleagues to deliver presentations and training packages.

- Prepare materials for training and educational sessions as required – this could involve preparing PowerPoint presentations.
- Provide and record appropriate support to co-partners in care, service users, and volunteers to assure safe delegation of communication and / or swallowing care packages.
- Contribute to the ongoing induction, training, development and supervision of Speech & Language Therapy Assistants, Associate Practitioners and volunteers, and also to contribute to their work with specific clients and / or duties which support Speech and Language Therapy care pathways and service operations.

CLINICAL LEADERSHIP

The post holder will:

- Provide a visible and accessible clinical resource in clinical settings / networks to managers, staff, service users and their families, actively supporting and participating in an engaged leadership culture.
- Support the Clinical Specialists and service managers to ensure that excellent standards are maintained within areas of expertise in the clinical groups and teams / multi disciplinary networks. This includes, review of documentation, monitoring the interaction between staff and service users, to ensure they are treated with dignity, respect, kindness and compassion at all times; comply with fundamentals of care, and ensure concerns and complaints are dealt with in an appropriate and timely manner.
- Develop objectives or projects in defined clinical areas and engage colleagues in implementation collaboration with service managers.
- Work closely with therapists in own clinical areas to ensure best practice and monitoring of standards

RESEARCH AND DEVELOPMENT

The post holder will:

- Participate in clinical specialist groups, Task and Finish groups, and multi-disciplinary networks, undertaking audit, research, and PPI activities within own service area with the direction of senior colleagues to ensure services are delivered to best practice standards.
- Ensure services delivered within own areas of responsibility are properly evaluated using outcome measures against agreed local and national standards.
- Collect and provide research data as required for own and other departmental programmes.
- Initiate audit within own area of practice.

POLICY / SERVICE DEVELOPMENT

The post holder will:

- Demonstrate knowledge of, adhere to and implement RCSLT, BCUHB and departmental policies, guidelines and procedures within areas of practice.
- Attend and actively participate in staff team meetings and Clinical Specialist groups / professional development days in accordance with the Line Manager.
- Contribute to the development of own areas of service.
- Contribute to the development of Welsh / bilingual services.
- Contribute to interagency / multi-disciplinary team building.

HUMAN RESOURCES

The post holder will:

- Supervise the clinical work of Generalists, Associate Practitioners, Assistants, and volunteers ensuring safe delegation of tasks and duties in relation to clients.
- Demonstrate therapy programmes to Health / Social Care / Education support workers, families and carers.
- Participate in staff inductions.
- Provide placements for Speech & Language Therapy students including those from other professional groups as arranged.
- Provide advice for school children, young adults, and post-graduate students and explain the role of the Speech and Language Therapist to visitors, students and volunteers.

INFORMATION RESOURCES

The post holder will:

- Maintain accurate and contemporaneous records in line with RCSLT professional standards and local HB policies.
- Share information with others, observing Data Protection guidelines.
- Input and gather activity data accurately and regularly, ensuring timely and accurate submission within BCUHB guidelines.
- Adhere to Information Governance policies and guidelines.

OTHER RESPONSIBILITIES

The post holder will:

- Monitor stock levels in own service areas and request new equipment and resources as appropriate.
- Be responsible for the tracking, security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to clients.

GENERAL REQUIREMENTS

- **Competence** - At no time should the postholder work outside their defined level of competence. If there are concerns regarding this, the postholder should immediately discuss them with their manager/supervisor. Employees have a responsibility to inform their supervisor/manager if they doubt their own competence to perform a duty.
- **Registered Health Professional** - All employees of the HB 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. Healthcare 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.
- **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

employees are in any doubt about the existence of such a requirement they should speak to their Line Manager.

- **Risk Management** - It is a standard element of the role and responsibility of all staff of the LHB 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 the LHB, the postholder is legally responsible for all records that they gather, create or use as part of their work within the LHB (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and the postholder has a legal duty of confidence to service users (even after an employee has left the LHB). The postholder should consult their Line Manager if they have any doubt as to the correct management of records with which they work.
- **Health and Safety Requirements** - All employees of the LHB 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 postholder is required to co-operate with management to enable the LHB to meet its own legal duties and to report any hazardous situations or defective equipment. The postholder must adhere to the LHB's risk management, health and safety and associated policies.
- **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 holders working life and to embed the principles into the culture of the organisation.
- **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.
- **Confidentiality** - The postholder 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. The postholder 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.
- **Promoting Diversity and Dignity at Work** - The LHB is committed to promoting diversity in employment and dignity at work. It recognises that discrimination and harassment is unacceptable and that it is in the best interests of the LHB and the population it serves to utilise the skills of the total workforce. The postholder must comply with and adhere to the equal opportunities and dignity at work policies.

Date Prepared:

Prepared by:

Date Reviewed:

Reviewed by:

Agreed by:

Employee's Name & Signature:

Date:

Manager's Name & Signature:

Date: