

**NHS GREATER GLASGOW AND CLYDE**

# JOB DESCRIPTION

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| **JOB IDENTIFICATION** | |
| **Job Title:** | **Speech and Language Therapist Band 6** |
| **Department(s):** | **Speech and Language Therapy** |
| **JOB PURPOSE**   * To assess, diagnose and treat a designated caseload independently within adult acute service- both inpatients and outpatients * To work within uni-professional and multi-professional teams to ensure coordinated effective care and communication for patients and carers * To develop the clinical and organisational skills required for this OP/IP post * To collect and provide research and audit data, and comment on proposed service/ policy developments as appropriate * To maintain a high standard of data collection required for the post | |
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| **SCOPE AND RANGE**   * Responsible for own professional actions and, through the interpretation of clinical and professional policies and codes of practice, recognises boundaries, seeking advice as appropriate * To maintain own CPD in keeping with level of post expectations * Is expected to access support and advice from senior staff  * \*updated July 24 |
| **MAIN DUTIES/RESPONSIBILITIES** Patient CareDirect clinical  * Professionally and legally accountable and responsible for all aspects of own work including direct and indirect patient care within scope of practice. * Assesses capacity, gains valid consent and has the ability to work within a legal framework with patients who lack the capacity to consent, taking full consideration of appropriate legislation i.e. Adults with Incapacity Act * Assesses and analyses clinical and non-clinical information, and provides a clinical diagnosis for individual patients based on knowledge and experience of a range of conditions within several specialist clinical areas * Provides specialist advice to inform clinical decision-making within the multidisciplinary team. Issues discussed may be contentious, e.g., decisions as to non-oral versus oral feeding. * Acts independently to plan, implement, evaluate, and deliver individual programmes of care to maximise the outcome of intervention, including decision-making regarding discharge from SLT caseload * Liaises with a senior SLT as required in management of a specialist adult acquired caseload * Works collaboratively with other SLT/ team members on appropriate projects and   therapy packages e.g. therapy groups Indirect clinical  * May delegate routine clinical tasks to clinical and administrative support staff * Develops a working knowledge of the principles of Clinical Governance and participates in local clinical audit and clinical effectiveness projects * Uses specialist knowledge to contribute to changes in local working practices and comments on proposed service/ policy developments as appropriate * Liaises and shares information with health and other professionals as appropriate observing data protection guidelines * Contributes to the function of clinical teams both multi- and uni-disciplinary, by discussing own and others input around patient needs, ensuring a well-co-ordinated care plan  Educational  * Contributes to SLT student clinical placements with support from senior staff * Occasionally delivers training in SLT departmental and speciality team in-service training programme to promote personal and professional development * Explains the role of SLTs to visitors, students and volunteers and others as appropriate * Participates in the departmental Personal Development and Performance Review system to promote personal and service developments and incorporates additional skills into clinical practice |

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| **SYSTEMS AND EQUIPMENT**   * Develops a knowledge of availability and suitability of a wide range of low and high-tech communication aids and equipment, and trains and supports patients and carers in their use e.g. low-tech symbol systems and text based technology. * Develops an understanding to appropriately select and use SLT resources, * Develops a working knowledge of relevant IT systems, specialised therapeutic software packages, and the programming of hi-tech AAC systems * Gathers activity data routinely and accurately, in accordance with departmental procedures. * Maintains accurate and comprehensive up to date patient documentation, records accurate mandatory statistical information to reflect care provided and meets professional, local and national standards |
| **DECISIONS AND JUDGEMENTS**   * Works autonomously to make decisions, based on a range of clinical and other factors, within scope of practice and guided by defined policies and procedures * Uses analytical and judgement skills in the assessment, analysis, interpretation and differential diagnosis of predominantly non- complex communication and swallowing disorders. Selects appropriate assessment and treatment approaches from a wide range of options * Accesses regular clinical supervision as defined by SLT department structure * Reflects on practice individually and with peers/mentors and identifies strengths and areas for development * Undertakes risk assessment of a patient’s condition or environment to ensure patient and staff safety * Uses the evidence –base to inform clinical practice * Ensures that patients are referred to other services as appropriate in consultation with manager or supervisor |
| **COMMUNICATIONS AND RELATIONSHIPS**  **All SLTs are trained experts in the theory of normal and disordered communication. This specialist knowledge is applied to the highest level in every aspect of their work. This includes:-**   * Demonstrates excellent communication and listening skills * Ability to communicate complex clinical information related to diagnosis, treatment   and prognosis sensitively, effectively and appropriately to patients and their carers  and the MDT using a range of verbal, written and other presentation modalities and  skills e.g., signing and gesture   * Works closely with patients, carers, families and MDT members contributing to and agreeing decision making relevant to patient management * Demonstrates empathy with patients, carers, families and colleagues ensuring that effective communication is achieved particularly where barriers to understanding exist e.g. dysphasia, dementia * Uses negotiation and conflict management skills to address contentious and sensitive issues within clinical caseload management * Identifies the most appropriate communication method and modifying communication depending on the individuals requirements e.g. hearing or visual impairments,   learning difficulties, non English speaker   * Employs excellent written communication skills for reports and referrals to other agencies e.g. Social Work, Chest Heart & Stroke * Conveys comprehensive detail of treatment programmes at a level and in a manner which is appropriate for every individual emphasising and reiterating points as and when to ensure full understanding * Provides information from external organisations to support ongoing patient care e.g. Chest Heart and Stroke Scotland, Parkinson’s Disease Society etc. * Demonstrates use of persuasive and motivational skills to facilitate patient/carer participation in therapy, particularly where barriers to acceptance exist e.g. reluctance to accept severity of condition, requirement for communication and or modified diet * Demonstrates expertise in facilitating communication with patients who have communication impairment and advise others in using strategies to facilitate interaction * Maintains sensitivity at all times to the emotional needs of patients, carers, colleagues and self when imparting potentially distressing information regarding the nature and implications of a patient’s condition e.g. working with patients with strokes, cancer, degenerative diseases, terminal conditions. |
| **PHYSICAL DEMANDS OF THE JOB**  **PHYSICAL**   * Trained to operate within appropriate Moving and Handling Guidelines e.g. for   positioning of patients for assessment in clinical and domiciliary settings   * Uses IT equipment for direct and indirect patient related activities * Daily requirement for light physical effort of short periods of approximately 20 minutes involved in working throughout the hospital site, e.g., walking between wards and departments, standing, sitting, bending or kneeling in confined circumstances, and carrying equipment weighing 2-5 kg.   **MENTAL**   * Demonstrates highly developed auditory and perceptual skills acquired through   specialist training in the assessment, diagnosis and treatment of clients   * Diverse nature and demands of work environment requires considerable mental effort and prolonged intense concentration, e.g., assessing disordered communication in distracting ward and home settings. * Responding to frequent changes in patient’s condition – this requires being alert in   order to undertake a high standard of clinical reasoning involving constant  reassessment regarding clinical management   * Constant flexibility in response to the demands of the environment, including unpredictable work patterns, deadlines, and frequent interruptions.   **EMOTIONAL**   * Frequent, at least weekly, direct exposure to distressing or emotional circumstances e.g.   + Working with patients who have long term chronic or progressive conditions, or who may be labile (cry uncontrollably) or who have severe injury/loss of function   + Breaking bad news about poor outcome or prognosis   + Undertaking treatment modalities which may increase distress levels   + Counselling patients with highly complex needs and their carers * Managing the personal, emotional demands of working with distressing conditions * Occasionally encounters and deals with abusive patients who may be physically and verbally antagonistic   **WORKING CONDITIONS**   * Encounters highly unpleasant conditions related to client contact, e.g. poor oral hygiene, tracheal secretions, body fluid including blood and exposure to transmittable diseases and infections on a daily basis * Can work with patients off site, e.g. in domiciliary settings where there may be additional unanticipated risks |
| **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**   * Ethical judgements required e.g. in deciding between oral vs. non oral feeding * Breaking bad news to patients or carers * Time management between clinical and other work * Managing potential risk of intervention in patients with swallowing e.g. choking, aspiration |
| **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   * Holds Speech & language therapy degree or equivalent leading to statutory Health Professions Council registration * Requires to undertake CPD to validate Health Professions Council annual re-registration in order to practise in the NHS * CPD portfolio contains evidence of relevant training to develop skills and knowledge, and keep up to date with new techniques to promote and maintain good practice through reading, attendance at courses, meetings and special interest groups * Has dysphagia training and experience relevant to the post * Has knowledge of assessment and therapeutic tools relevant to patient group * Is aware of and complies with national policies and procedures * Is aware of the principles of audit * Awareness of the roles of other professional relevant to the patient group * Demonstrates evidence of annual programme of mandatory training e.g. CPR, Moving and Handling, Fire Safety Training * Develops coping skills and strategies. |

**PERSON SPECIFICATION FORM**

**Job Title: - Band 6 Speech & Language Therapist**

**Department: - Speech and Language Therapy**

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| **Qualifications** | **Essential (√)** | **Desirable (√)** |
| 1st level degree leading to SLT, HPC statutory registration | √ |  |
| Adult dysphagia training/experience | √ |  |
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| **Experience** | **Essential (√)** | **Desirable (√)** |
| Experience working with both IP and OP caseloads | √ |  |
| Experience of voice and fluency |  | √ |
| Experience of head and neck cancer |  | √ |
| Experience of telehealth |  | √ |
| Participation in audit or research |  | √ |

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| **Behavioural Competencies** | **Essential (√)** | **Desirable (√)** |
| Good Team player | √ |  |
| Flexible | √ |  |
| Able to change within a developing system | √ |  |
| High level written and verbal communication skills | √ |  |
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| **Other** | **Essential (√)** | **Desirable (√)** |
| Professional appearance | √ |  |
| RCSLT membership |  | √ |
| HCPC registration | √ |  |
| Must wear the specific NHSGG&C uniform for the post | √ |  |



***APPENDIX 1***

## JOB DESCRIPTION

**JOB TITLE: Band 6 SLT Glasgow Acute GENERIC JOB DESCRIPTION:**

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| JOB DETAILS | | | | | | |
| Department: Speech & Language Therapy, | | Directorate: Clyde Acute Adult | | | | |
| Division: | | Date: May 2025 | | | | |
| JOB PURPOSE AND DIMENSIONS | | | | | | |
| Assessment, diagnosis & appropriate management of patients referred with communication &/or swallowing problems. | | | | | | |
| ORGANISATIONAL POSITION | | | | | | |
| ………as on attached job description. | | | | | | |
| MAIN TASKS, DUTIES AND RESPONSIBILITIES | | |  | | | |
| Assess, diagnose & manage own case load within areas of referral and within organisational structure | | |  | | | |
| EQUIPMENT AND MACHINERY | | | | | | |
| Relevant awareness, access to & understanding of alternative & augmentative communication systems, videofluoroscopy etc. | |  | | | | |
| SYSTEMS | | | | | | |
| Departmental IT software & database systems. | |  | | | | |
| DECISIONS AND JUDGEMENTS | | | | | | |
| Able to prioritise own case load, manage own time as part of the team structure & with reference to appropriate level of supervision. | | | |  | | |
| COMMUNICATIONS AND RELATIONSHIPS | | | | | | |
| Able to liaise with patients, carers and any related external agencies.  Must work as part of the MDT & SLT Team. | | | | |  |  |
| PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB | | | | | |  |
| Physical skills: | Light, daily physical effort.  Trained to appropriate Moving & Handling level.  Occasional use of IT for direct/indirect patient activity.  Highly developed clinical physical skills e.g. swallowing assessment. | | | | |  |
| Physical effort: | ….as above. | | | | |  |
| Mental demands: | Highly developed auditory & perceptual skills.  Frequent mental effort and intense, prolonged concentration required. | | | | |  |
| Emotional demands: | Frequent exposure to distressing or emotional circumstances.  Need to break bad news about poor outcome or prognosis.  Counselling of patients and carers relating to complex needs. | | | | |  |
| MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | | | | | | |
| Environment of fluctuating resources and demands.  Manage own workload. Ensure own CPD. | | | | | | |
| KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | | | | | | |
| Statutory HPC registration.  Require to undertake CPD to validate annual HPC re registration.  Dysphagia experience and related adult clinical experience | | | | | | |