



# SPECIALIST SPEECH AND LANGUAGE THERAPIST INFORMATION FOR CANDIDATES



## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.





# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



## OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

## OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

<b>Job Title</b>	<b>Specialist Speech and Language Therapist</b>
<b>Band</b>	<b>Band 6</b>
<b>Directorate</b>	<b>Therapy SLT Outpatients &amp; Community (RSH)</b>
<b>Accountable to</b>	<b>Therapy Manager &amp; Professional Head</b>
<b>DBS Required?</b>	<b>Enhanced</b>

- To assess, diagnose/interpret and manage own specialist caseload of complex patients as an autonomous practitioner in accordance with Professional Code of Conduct and Health and Care Professions Council Regulations.
- To have developed, through experience and postgraduate training, the specialist knowledge and clinical skills required for the post to work with acquired communication and swallowing impairments.
- The post holder will work in close co-operation with colleagues within all Care Groups to deliver a cohesive service that is user led ensuring a consistently high standard of patient care, optimal patient flow and safe timely discharge.
- To work closely with team co-ordinators and senior therapists to ensure a robust structure of training, supervision and appraisal is delivered to all members within the team.
- To work closely with team co-ordinators and senior therapists to ensure the delivery of an efficient operational service.

- To act as a source of Specialist advice and support within the Therapy Centre and across the Trust and the wider health economy.
- To have highly effective communication skills and demonstrate these on a continual basis with patients, carers, colleagues and the wider Multi-disciplinary Team (MDT).
- To undertake audit as a part of the role.
- To work flexibly as part of the cover arrangements within the Therapy Centre as required. The post holder will only be asked to work within their competencies and should be aware that 2 notification of the need to move to a different clinical area may be communicated with little notice to ensure the safety of the service.
- To use the Trust values at all times as a framework for own behaviour and encourage others to do likewise, ensuring the values underpin all that is done by the Therapy teams.

## MAIN DUTIES AND RESPONSIBILITIES

### CLINICAL

- The post holder will work as a specialist autonomous practitioner to perform assessment of complex patients with diverse presentations. To use specialist clinical reasoning to diagnose/interpret and then develop, deliver, and adapt individualized treatment plan for patients within a specialist clinical area.
- To participate as appropriate in own professional clinical area out of hours / weekend and the Therapy collective major incident response rota providing high quality patient care and specialist advice to medical and nursing staff.
- To work closely with all appropriate multidisciplinary teams (MDT) and agencies to maximise safe and timely patient flow.
- To assess patients understanding of treatment offered, gain consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment as outlined in the Trust's Consent guidelines.
- To ensure that contemporaneous treatment records, discharge summaries and activity data are maintained in accordance with Trust and Professional standards.
- To be responsible for organising and planning own caseload and where appropriate other members of the team, to ensure the needs of the service are met, readjusting plans as situations and priorities change.
- To maintain a professional portfolio for continuing professional development to demonstrate specialist clinical competencies and compliance with Trust policies and Professional code of conduct.
- To work with the wider team to ensure a culture that supports lifelong learning through the provision of specialist pre and post registration training.

- To provide induction, supervision, assessment, and training to students on clinical placement, liaising with the student coordinators as appropriate and providing evaluation and feedback to the Higher Education Institutes (HEI) as appropriate.
- To undertake and evaluate audit activity as part of the therapy centre audit plan.
- To demonstrate a knowledge and understanding of, national guidelines and legislation and ensure this knowledge is disseminated to the Therapy Manager and Professional Head and the wider MDT
- The post will involve working in the community in the Ludlow and Church Stretton areas and will include mixed general outpatient clinics to include voice and neurology

## MANAGEMENT AND LEADERSHIP

- To manage own caseload and time effectively and efficiently responding appropriately to frequent changing demands, and unexpected urgent priority changes
- To adhere to Trust and Professional policies and procedures regarding own specialist role and contribute to their ongoing development and review.
- To ensure all aspects of clinical governance are dealt with effectively and efficiently e.g., Datix reports are completed when required, patient complaints are processed in a timely manner and all mandatory training is completed when required.
- To propose changes for own service area, developing protocols and guidelines where appropriate and liaising with other disciplines when these impact on other clinical areas and professions.
- To work collaboratively with the Therapy Manager and Therapy Quality Improvement Lead (TQIL) to evaluate activity, outcomes, and effectiveness to ensure the service delivery is of the highest standard possible.
- To participate in the recruitment and selection process when required by the Therapy Manager and Coordinator.
- To work collaboratively with the Centre Management team to deliver service improvement.

## DECISIONS, JUDGMENT AND FREEDOM TO ACT

- The post holder will work as an autonomous practitioner using analysis and judgement to make independent complex decisions during the assessment process to diagnose and plan a treatment programme.
- To be professionally accountable and aware of professional boundaries. To be responsible for the delegation of work to the unqualified members of the team.
- To report to the Team coordinator and participate in annual appraisal.
- To participate in supervision in accordance with Care Group / Trust policy and undertake appraisals.
- To maintain a professional portfolio (or electronic equivalent) for continuing professional development to demonstrate specialist clinical competencies and compliance with Trust policies and Professional code of conduct.
- To advise Therapy Centre, Trust and external colleagues on clinical issues, assisting them in complex decision making regarding clinical and operational decisions.

- To be pro-active in developing and implementing policies, procedures and guidelines.

## COMMUNICATIONS AND RELATIONSHIPS

- To communicate complex information to users of the service and their Carers, regarding their condition and treatment options at times conveying contentious or sensitive information where there are barriers to understanding/ communication
- To compile specialist reports regarding various aspects of the service.
- To be a positive representative for all the therapy professions within the Centre and maintain an appropriate network of external contacts.
- To develop and maintain effective communication, feedback and engagement with colleagues including those within the wider healthcare economy.
- To communicate effectively when on Board rounds and in MDT meetings ensuring the accuracy of information given and received.
- To work with the Coordinator or TQIL to manage any complaints regarding the service ensuring that they are dealt with in a prompt and professional manner.
- To develop and maintain adequate IT skills to support communication requirements

## SYSTEMS AND EQUIPMENT

- To use appropriate equipment within the remit of the post adhering to agreed instructions and /or manufacturer guidelines.
- To undertake annual Trust and professional statutory training to maintain competency in the safe use of all equipment and to keep records of attendance.
- To be responsible for the safe and competent use of all equipment used by self and encouraging all staff to attain the required competency levels through attendance at induction and training sessions.
- To keep up to date with new developments in equipment and technology to maintain own and the team's competency levels to advise others.
- To demonstrate the safe use of equipment loaned to patients, ensuring documentation is complete and instructions given.
- To acquire a robust understanding of the Trust Cardiac arrest and emergency procedures and to understand the Therapy role.

## WORKING CONDITIONS, PHYSICAL, MENTAL AND EMOTIONAL DEMANDS

- To perform tasks involving the handling of patients or loads on a frequent and repetitive basis as applicable to the role.
- The workload is frequently complex and challenging and is usually delivered under significant time constraints.



- The post holder will be imparting unwelcome or sensitive news on a frequent basis, regarding treatment outcomes, rehabilitation prospects or condition deterioration.
- To develop and maintain an ability to cope with and prioritise many unexpected works demands and deadlines.
- To develop competencies in handling complex issues relating to the management of people who are exhibiting distressed or unpredictable behaviour.
- Frequent periods of concentration are required e.g., to record accurate patient information or to analyse patient data.
- The post holder will frequently encounter unpleasant working conditions.



## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

# QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• As required for entry into university for professional training</li> <li>• Degree or equivalent in Speech &amp; Language Therapy.</li> <li>• Registered with Health and Care Professions Council</li> <li>• Evidence of specialist clinical training in relevant areas</li> </ul>	

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Evidence of broad range of pre and post qualification experience</li> <li>• Evidence of experience in relevant area of clinical practice, including dysphagia, and exposure/competencies in video fluoroscopy and tracheostomy</li> <li>• Evidence of teaching/student experience</li> <li>• Experience in audit and research</li> <li>• Evidence of CPD (portfolio) detailing clinical experience relevant to the post</li> <li>• Knowledge of current NHS strategy and plans Knowledge and understanding of Clinical Governance</li> <li>• Evidence of Specialist level of clinical reasoning</li> <li>• Knowledge of current Evidence Based Practice relevant to post</li> </ul>	

## SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills Evidence of leadership ability</li> <li>• Ability to motivate and inspire patients and colleagues</li> <li>• Analytical and problem-solving skills</li> <li>• Organisation, planning, prioritisation, and decisionmaking skills</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Ability to cope with working in a stressful environment</li> <li>• Clinical supervision, teaching skills and appraisal skills</li> <li>• Ability to use own initiative appropriately</li> <li>• Empathy and understanding</li> <li>• IT skills relevant to the role</li> </ul>	

## GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and



- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

## INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

## INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

# PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

# SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

# CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

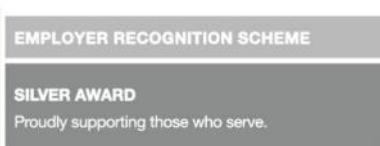
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

## MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





## The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital