JOBS DESCRIPTION

1. JOB DETAILS

Job Title: Speech and Language Therapist
Post Band: Band 5
Reports to: Lead Clinical Manager
Responsible to: Lead Service Manager- Allied Health Professions
Department: Allied Health Professions

2. JOB PURPOSE

Take responsibility for a designated therapy clinical caseload incorporating client, assessment, diagnosis, and treatment. Work within a multi-professional setting to ensure co-ordinated care for clients.

Further enhance clinical and organisational skills to meet the needs of clients and the organisation

Support senior staff in the delivery of care and provide advice and supervision to Support Workers.

3. DIMENSIONS

The post will be part of a multidisciplinary Nursing and Therapy team to provide Speech and Language Therapy, Occupational Therapy, Physiotherapy and Nursing services in two schools, residential and day centres.

Staffing in the Allied Health Professions.

Clients: Approximately 200+ clients.

4. ORGANISATIONAL CHART
5. KEY RESULT AREAS

1. Take responsibility for an identified caseload but with access to supervision from senior therapy staff.
2. Prioritises own caseload and is professionally and legally accountable for all aspects of own work.
3. Be aware of current legislation which impacts on the service provided and comply with all Capability Scotland policies including Health and Safety.
4. Identify those clients who may require treatment by more senior staff or other services.
5. Use clinical reasoning skills to assess, analyse both clinical and non-clinical information, in order to provide a programme of care for individual clients in line with their clinical needs. Seek advice from more senior staff as appropriate for complex cases.
6. Act independently to plan, treat, evaluate and progress client care to maximise their treatment potential.
7. Work as part of a multi-professional team to ensure effective communication and delivery of care.
8. Incorporate additional skills gained from Continuous Professional Development into clinical practice and disseminate to other staff members as appropriate.
9. Maintain accurate, comprehensive and up to date client records and mandatory statistical information to reflect care provided.
10. Delegates and supervises tasks to Clinical Support Workers and Clerical staff when appropriate.
11. Participate in the departmental Personal Development and Performance Review system to promote personal and service developments.
12. Actively participate and contribute to the designated therapy departmental in-service training programme, to promote personal development.
13. Maintain a professional portfolio as evidence of continuous professional development.
14. Participate in clinical audit and Clinical Effectiveness projects to support the Clinical Governance agenda when appropriate and if required.

6. ASSIGNMENT AND REVIEW OF WORK and DECISIONS AND JUDGEMENTS

1. Make clinical decisions within the scope of professional practice and Guidelines.
2. Assess, plan and undertake therapy interventions using clinical reasoning to decide how to complete...
and/or discontinue treatment, taking all presenting factors into account regarding the clinical condition.

3. Undertake risk assessments regarding client condition and environment in order to determine and implement appropriate interventions that ensure client and staff safety.

4. Identify local problems, reporting them to the Lead Clinical Manager for resolution and determine when to seek advice regarding clinical and non-clinical issues from more senior staff.

5. The Lead Clinical Manager determines the objectives and overall work programme for the post holder. Formal review will take place with the Lead Clinical Manager bi-annually; however, more regular updates may also take place if required.

7. COMMUNICATIONS AND RELATIONSHIPS

Clients and relatives/carers

1. Communicate clinical information effectively and appropriately with clients and their carers using a range of verbal, non-verbal, written and presentation skills. This may involve conveying terminology into lay terms to facilitate understanding and help treatment compliance.

2. Provide and receive information regarding assessment, diagnosis, prognosis and treatment to encourage compliance.

3. Provide support, reassurance and encouragement to clients and their carers as part of the treatment process.

4. Encourage and motivate clients to maximise treatment outcome by recognising those who are in pain, are afraid or reluctant and require reassuring, motivating and persuading to comply with treatment.

5. Convey information in a particularly sensitive manner when it is contradictory to client and carer expectations, cultural beliefs or desires.

6. Utilise appropriate methods and aids when working with clients in groups for either education or exercise purposes.

Therapy Staff

1. Consult with more experienced staff for advice when required.

2. Delegate tasks and provide appropriate information to therapy assistants, Technical Instructors and A&C staff as and when required.

3. In keeping with policies and standards, maintain strict confidentiality regarding client and staff information.

8. SYSTEMS

1. Demonstrate a working knowledge of relevant IT systems and software packages.


9. PHYSICAL, MENTAL, EMOTIONAL EFFORT

Physical:

1. Applying manual therapy techniques frequently each day. This requires a specific level of dexterity, response to sensory feedback, and co-ordination of movement.

2. Manual handling of clients on a daily basis.

3. Significant element of standing, walking and working within confined and awkward spaces.

Mental Demands:

1. Responding to changes in clients’ condition; concentration when assessing and treating clients.

2. Dealing with challenging clients or carers.

Emotional Demands:

1. Working with clients who have long term chronic conditions.

2. Dealing with death and bereavement.
### Working Conditions:

1. Exposure to body odours.
2. Exposure to bodily fluids blood.
3. Exposure to sputum.

### 10. ENVIRONMENTAL/WORKING CONDITIONS & MACHINERY AND EQUIPMENT

1. Understanding and use of therapy equipment for application or provision to clients.
2. Understand, order and maintain and safe use of additional client care equipment including specialist plinths and wheelchairs.

### 11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

1. Degree or equivalent in designated therapy specialty.
2. Registration as a designated therapist with the Health Professions Council (HPC).
3. Effective communication skills.
4. Knowledge of:
   a) Basic IT – e.g. word processing, use of internet.
   b) Moving & Handling.
   c) Fire Safety.
   d) Health and Safety.

### 12. JOB DESCRIPTION AGREEMENT

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