



1. JOB IDENTIFICATION

Job Title: **Speech & Language Therapist (Basic Grade Adults)**

Responsible to: Head of Speech & Language Therapy Services

Department(s): Speech & Language Therapy Department, Gibraltar Health Authority

Directorate: Operations

Operating Division: Allied Health Professions

Job Reference:

No of Job Holders:

Last Update: July 2026

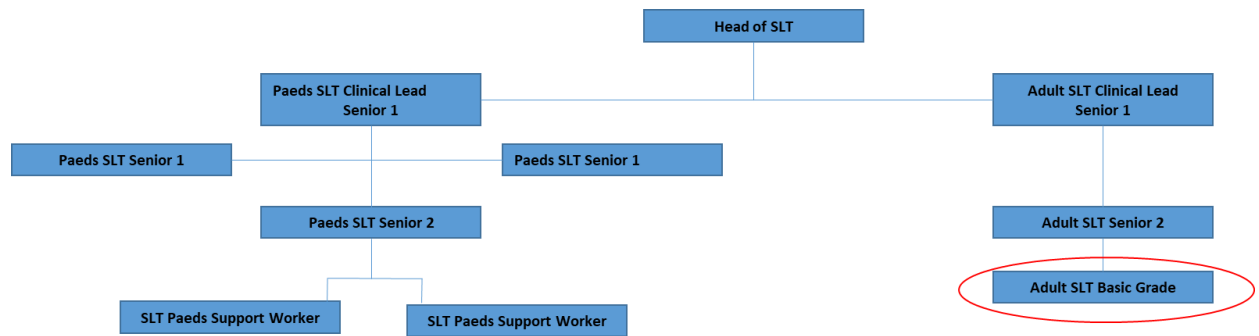
2. JOB PURPOSE

- To work with adults with communication and/or eating and drinking difficulties using evidence based principles and best practice to assess, plan implement and evaluate interventions with supervision from the Senior I Speech & Language Therapists (Adults).
- The post holder will contribute to the provision of a high quality Speech and Language Therapy Service to all adults presenting with conditions that affect communication and swallowing including voice disorders, dysfluency, degenerative conditions, stroke, dementia.
- The post holder will work in a range of environments to meet the needs of these patients in partnership with others.

3. DIMENSIONS

- To work as a member of the Speech & Language Therapy Team providing a service within the Adult caseload
- To be responsible for the delivery of the Speech & Language Therapy input within the area(s) for clients allocated to your caseload by the Senior I SLT. Seeking support and advice in weekly formal supervision and asking for informal supervision as and when required in relation to patients referred by Consultants, GP's, relatives, other health care professionals and Social services.
- To liaise with other agencies in order to provide a holistic therapeutic approach to the treatment and rehabilitation of these patients and their families.
- To participate in-service training within the Speech & Language Therapy Team and take part in regular staff meetings and other departmental initiatives.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The Gibraltar Health Authority (GHA) Speech & Language Therapy Service sits within the Allied Health Professions division of the Operations Directorate. Responsibilities of the Speech & Language Therapy Service include:

- To provide a high quality, effective and equitable Speech & Language therapy service to the local population across acute and community settings.
- To work together with other clinical specialities to provide the most effective care to patients with a diverse range of clinical conditions whilst adhering to best practice guidelines.
- To develop, implement, manage and adhere to Clinical Governance strategies as recommended by the GHA.

6. KEY RESULT AREAS

Clinical

- To undertake assessment of adults with communication and/or feeding difficulties including those with a complex and/or chronic presentation, using investigative and analytical skills.
- To formulate individualized management and treatment plans using clinical reasoning and utilizing a wide range of treatment skills and options to formulate a programme with supervision from the Senior Adult Speech & Language Therapists.
- To communicate effectively with clients/relatives/carers/colleagues and outside agencies to agree treatment goals and maximize rehabilitation.

- To manage own time and caseload, following the time table set out by Senior Speech & Language Therapists; making any changes necessary based on clinical need and with approval from Senior Therapists.
- To plan and implement individual and or group interventions, including education sessions in collaboration with the client, using evidence based practice and accredited treatment strategies.
- To demonstrate and apply a high level of understanding towards the effects of disability and to effectively educate clients/carers on issues relating to the diagnosis/prognosis of patients and promote an understanding of any functional implications including lifestyle changes.
- To work with health and social care professionals and other related statutory private and voluntary organisations, providing written reports, recommendations and referrals where appropriate to ensure that intervention is co-ordinated.
- To refer and liaise with tertiary health facilities and assist in implementing their advice locally.
- To set up Speech & Language therapy rehabilitation goals, carry out treatment interventions and to plan, organise, and conduct assessment visits as a lone worker in the community with support from Senior I Speech & Language Therapists.
- To develop effective therapeutic relationships with clients who may have complex cognitive, perceptual and behavioural presentations demonstrating empathy and sensitivity to issues which may arise in hostile and emotive situations.
- To provide help and advice to clients and their families; teaching and demonstrating the use of equipment or other techniques to optimise the client's functional communication, safe feeding and overall independence.
- To arrange for the provision of augmentative or alternative communication equipment where needed with approval from Senior Therapists.

Managerial

- To maintain accurate, comprehensive and up-to-date documentation, in line with legal and departmental requirements and communicate assessment and treatment results to the appropriate disciplines in the form of reports, emails and letters.
- To maintain monthly statistics in order to contribute to service developments in the specific clinical area.
- To maintain up to date knowledge of and assist in all areas of clinical governance, health and safety and clinical risk management within the Speech & Language Therapy Department.
- To assist in the development of, and implement Speech & Language Therapy policies to promote a fair and consistent working environment.
- To communicate effectively and work collaboratively with all members of the multi-agency team.
- To carry out delegated tasks for the Head of Department and Senior Speech & Language Therapists when required, to include representing the Senior SLT at meetings.
- To participate in staff appraisal schemes as an appraisee on an annual basis.

- To contribute to the achievement of financial balance within the service by using resources in a responsible manner within day-to-day practice.
- To work collectively with other colleagues and service manager to organise workloads and meet service demands when other staff are absent.

Educational

- To keep mandatory training up to date e.g. manual handling, fire safety, safeguarding and life-support in line with GHA policy.
- To be responsible for developing expertise and maintaining own competency by taking opportunities to further both personal and professional development in line with HCPC guidelines.
- To develop and update clinical knowledge in a specialist field to ensure delivery of evidence based practice.
- Educate Multi-disciplinary team members to promote knowledge of Speech & Language Therapy to enhance service user care.
- Promote and participate in student education ensuring quality placements within designated area.
- To demonstrate ongoing personal development by recording learning outcomes in a portfolio.
- To participate and lead in the promotion of the profession through informal and formal events such as careers conventions, work experience and work observation placements.

7a. EQUIPMENT AND MACHINERY

- To assess/use and train in the use of a wide range of equipment for therapeutic intervention including low and high tech communication devices as well as advising on dietary modifications and other patient appliances.
- Interventions may be carried out at home or in local community venues and staff will therefore be using a wide range of equipment as expected to be found in these areas.

7b. SYSTEMS

- To record and update patient records including; clinical observations, assessment results, treatment and advice details in patient medical and departmental case notes in line with GHA, HCPC and RCSLT standards and procedures.
- To record up-to-date statistical data manually &/or electronically.
- To effectively use GHA patient management systems including but not limited to, HIS, EMIS, EDMS and DATIX.
- To use IT skills as needed – internet, intranet, e-mail, faxing, photocopying, Word and PowerPoint.
- To comply with GHA purchasing systems.

8. ASSIGNMENT AND REVIEW OF WORK

- Clinical caseload will be generated by the specific service needs of each clinical area.
- Head of Department and Clinical Lead Speech & Language Therapist will delegate other non-clinical tasks as deemed appropriate.
- Work with informal supervision as and when requested.
- Undertake annual performance review.

9. DECISIONS AND JUDGEMENTS

To be responsible for own clients and caseload, with support on caseload management from Senior Speech & Language Therapists in weekly formal supervision.

To have discretion to work within a set of defined parameters, examples as follows:

Referrals

- Gives referrals received to Senior Speech & Language Therapist to jointly triage.
- Informs Senior I Speech & Language therapist of caseload in weekly supervision so new referrals can be allocated
- Requests referrals from Senior I Speech & Language Therapist

Clinical Care Knowledge

- When is it appropriate and safe to discharge the service user?
- Is it safe for this service user NOT to have treatment?
- Is treatment effective?
- What care package can be offered?
- How to deal with service users who wish to self discharge during treatment.
- How to deal with emergency situations on arrival at home visits which may require admission.

Seek Guidance

- Responsibility for making own clinical decisions
- Making decisions re when to deal with issues or request assistance from other Senior Therapists.
- To use weekly formal supervision to seek guidance on current caseload.

Management

- To assist the Senior SLTs in the planning and co-ordination of the day-to-day running of the Speech & Language Therapy Service.
- To assist the Senior SLTs in ensuring that all therapy equipment is stored safely and maintained in safe working order.
- To participate in regular supervision sessions, and the annual development review process, setting personal and service objectives, and to maintain a professional development portfolio to demonstrate lifelong learning and competence to practice.
- To complete additional service development activities as directed by the Head of Department.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Dealing effectively with conflict, controversy and confrontation on a regular basis.
- Managing the expectations of service users and carers.
- Maintaining professional boundaries within local community/cultural setting.
- Ability to adapt to the variable and unpredictable demands of the caseload.
- Undertaking a mentally and physically demanding job, whilst at the same time taking care to safeguard own health and safety as well as that of colleagues and clients.
- Be committed to continually developing clinical knowledge across identified SLT work areas.
- The limited provision of Speech & Language therapy admin support may result in increased physical and mental demands on workload. Such issues require resolution by post holder for the service to function.

11. COMMUNICATIONS AND RELATIONSHIPS

Patients

- Provide and receive information regarding assessment, diagnosis and treatment to encourage adherence.
- To utilise motivation and support skills to facilitate rehabilitation both in an individual and group setting with service users who have a range of communication and swallowing difficulties.
- Educate and negotiate with service users in relation to rehab goals/plans/recommendations for adaptations.
- Deal with emotive issues e.g. sudden loss of function/role, palliative care needs, and rehab progress, potential for recovery and physical disability.
- Use a wide range of verbal and non-verbal communication tools to communicate effectively to service users to ensure an understanding of their condition/problem, thereby supporting self-management of their condition.
- To overcome barriers to effective communication which occur on a regular basis (including cognitive/visual/hearing impairment, anxiety, pain, fear) and to devise/implement and teach strategies to overcome these barriers.

Relatives/Carers

- Provide and receive information regarding complex and sensitive issues.
- Educate and negotiate with carers in relation to service user care needs.
- Teach a range of service user management strategies. Providing written and verbal instructions as needed.

Speech & Language Therapy Staff (internal)

- Liaise with professional colleagues to ensure service equity is maintained and resources optimised.
- Ensure effective communication and dissemination of information within the team.
- Be an active member in staff meeting and in-service presentations.
- Liaise with senior staff regarding service development needs.
- Report any clinical risks directly to the Head Speech & Language Therapy

Speech & Language Therapy Staff (external)

- Network with appropriate Speech & Language Therapy colleagues and professional bodies to ensure delivery of clinically effective care (this occurs on both a local and inter-national level).

Multidisciplinary Team

- Negotiate with multidisciplinary team regarding service needs.
- Teach speech & language therapy management strategies to optimise client care.
- Communicate complex client related information effectively to ensure collaborative working with multi-disciplinary colleagues across health/social/educational sectors, demonstrating highly skilled clinical reasoning and using sound negotiating skills on a daily basis to ensure delivery of a co-ordinated service.
- Participate in discussions and decisions with regard to client programmes, negotiation of priorities and to increase awareness of the role of speech & language therapy.

Medical Staff

- Liaise and advise medical staff to increase knowledge relating to individual patients and specialist area; ensuring patient management is maximised.

Other Agencies (Department of Education, Care Agency, voluntary sector, etc.)

- Negotiate and liaise with other agencies to optimise patient care and ensure efficient service delivery.
- Make referrals to voluntary and statutory organisations via verbal or written reports.

12. PHYSICAL, MENTAL, EMOTIONAL & ENVIRONMENTAL DEMANDS OF THE JOB**Physical Skills:**

- Skills necessary to implement a variety of Speech & Language Therapy treatment interventions.

Physical Demands:

- Daily, repetitive, manual and therapeutic handling of patients and equipment. Moderate to intense physical effort for several periods each day.
- Stand/walking for the substantial periods of time.

- Working in confined spaces, kneeling for periods of time.
- Working in uncomfortable/unpleasant physical conditions daily; un-hygienic homes, pets, crowded offices.

Mental Demands:

- Concentration required when assessing and treating clients. Sustained mental effort during assessment (1 to 2 hours) and to produce detailed and comprehensive reports.
- Ability to concentrate for long periods of time whilst simultaneously dealing with repeated and varied interruptions.
- Often having to make quick on the spot judgements, with outcome affecting safety of self, patients and others.
- Constant awareness of risk, continuously risk assessing especially in Dysphagia management and assessment
- Dealing regularly with cognitively impaired patients.
- Using acquired skills to prevent situations from becoming volatile.
- Balancing clinical vs. non-clinical priorities.
- Working at times on a lone basis.

Emotional Demands:

- Working alone in the community on a daily basis requires spontaneous and independent decision-making in complex and unpredictable situations.
- Frequently imparting un-welcome news to clients/carers relating to the client's condition and realistic outcomes of Speech & Language Therapy.
- Communicating life changing events e.g. outcomes of assessments, rehab potential, how to manage with new or deteriorating disabilities/conditions, level of support required by patients.
- Frequent exposure to distressed, anxious and aggressive clients/relatives/carers and dealing with emotional situations whilst working with clients with physical, cognitive, psychological, communication and behavioural difficulties.
- Working with clients with life-threatening conditions and coping with the emotional aspects of death.
- Provision of emotional support to other members of MDT and Speech & Language Therapy team.

Environmental Demands:

- Inclement weather, excessive temperatures, severe changes in temperature (air conditioning) and humidity.
- Frequent exposure to unpleasant working conditions and bodily fluids, smells, odours, sputum, faeces, fleas, cockroaches.
- Occasional exposure to aggressive verbal/physical behaviour where there is little/no support i.e.

lone working in clients' homes/community.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Qualifications

Essential

- BSc/MSc degree in Speech & Language Therapy.
- Accredited qualification in managing Dysphagia (Adults).
- Registered with the Health Professions Council & local Registration Board (HCPC).
- Registered with the Royal College of Speech & Language Therapist (RCSLT).

Desirable

- Excellent Communication Skills
- Ability to work independently and as part of an MDT.
- Clinical experience in a range of areas relevant to hospital and community on placement.
- Knowledge of relevant political & professional issues in health and social care which impact on practice.
- Positive attitude to working with a wide age group of people in a diverse community

Work Experience

- Experience of working with adults with communication and/or swallowing disorders

Knowledge and Skills

- Knowledge and skills to attain Key Results area profile.
- Knowledge of and ability to adhere to Health and Safety within the workplace.
- Computer literate – educated to basic word level, able to use e-mail, word and PowerPoint. Adequate internet search skills.
- Knowledge and adherence to National standards of practice.

Have the ability to develop and/or gain skills in:

- The assessment of adults with communication and/or feeding disorder using standardised and non-standardised assessments.
- To write reports and programmes for families and other professionals.
- To assess and provide AAC devices both low and high tech.
- Planning and running groups
- Completing one to one treatment session in a variety of locations including inpatient wards, other health facilities and clients' homes.

Disposition

- Self-motivated
- Responsible
- Good communicator
- Commitment to speciality
- Ability to cope with stress
- Flexibility
- Ability to work independently & demonstrate initiative

Other

- Driving Licence (desirable across locations).

14. PERSON SPECIFICATION		
Attributes	Essential	Desirable
Qualifications and Training	• BSc/MSc degree in Speech & Language Therapy. • Accredited qualification in managing Dysphagia (Adults). • Registration with the HCPC. • Membership of RCSLT.	• Membership of relevant Clinical Excellence Networks. • Evidence of on-going education and professional development.
Knowledge and Experience	• Student or work placement experience in acute, community, or specialist adult settings. • Demonstrates an understanding of MDT working and individual roles. • Ability to collect and analyse case related information and make a differential diagnosis based on assimilated assessment and evidence. • Ability to reflect on practice to identify own strengths and development needs. • Able to recognise own clinical competencies and the need for onward referral for more specialist advice. • Flexible work approach, able to adapt assessment and treatment based on service user need, clinical experience and discussion with Senior SLT colleagues, in line with RCSLT guidelines. • Demonstrates awareness of evidence based practice; knowledge of guidelines and national policies relevant to SLT	• Experience of working with families/carers and delivering SLT training • Experience in applying basic audit & research to practice.
Specific Skills	• Commitment to patient-centred practice. • Well-developed communication and interpersonal skills with the ability to manage challenging interactions and help facilitate resolution.	• Positive attitude to working with a wide age group of people in a diverse community.

This Job Description is a reflection of the post at the present time and is subject to alterations in detail and emphasis in the light of any future developments in consultation with the post-holder.

Signature of
Post-holder.....

Date.....

Signature of
Head of Department

Date.....