



**Doncaster and Bassetlaw  
Teaching Hospitals**  
NHS Foundation Trust

# **Speech and Language Therapy Service**

## **Student Placement Information Pack**

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## **Speech and Language Therapy Service Student Placement Information Pack**

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## STUDENT PLACEMENT INFORMATION PACK

**WELCOME** to the Speech and Language Therapy services of Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust.

We look forward to working with you on your placement with us.

Please sign the attached confidentiality form and bring it with you on the first day of your placement.

You will have been provided with the name and contact details of your supervising clinician by the University placement coordinators. Please contact your clinician for more in-depth information about your individual placement.

Enclosed is a brief introduction to our department that we hope you will find useful.

Best wishes

Clare Attrill (*children*)  
01302 644958/9  
[clare.attrill@nhs.net](mailto:clare.attrill@nhs.net)

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01709 649178  
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**Student placement coordinators**



## **SPEECH AND LANGUAGE THERAPY SERVICE**

The Speech and Language Therapy Service is available for patients who live in the Doncaster and Bassetlaw area who have speech, language, voice, communication and feeding / swallowing problems.

The service is managed by:

**Karl Bower** Therapy Manager, Children's Speech and Language Therapy & Paediatric Dietetics

**Kerry Turner** Therapy Manager, Adults Speech and Language Therapy

The two Therapy Managers are responsible for ensuring that:

- each *individual patient* receives a high standard of service
- each *speech & language therapist* maintain their specialist skills
- the *speech & language therapy teams* are well equipped and maintained

### **PHILOSOPHY OF SERVICE**

To provide a courteous and considerate service to individuals with communication and feeding / swallowing difficulties and associated disorders.

### **SERVICE AIMS**

To provide a service that responds to individual needs of patients, carers and staff.

The service will be delivered with respect for the privacy, dignity, and the rights of the patient and their carers.

To work in close co-operation with health, education and social services professionals in the best interests of the patient.

The Speech and Language Therapy Service is part of the MSK & Frailty Care Group within the Trust and is one of the six professions that make up **Clinical Therapy**.



## CHILDREN'S TEAM

The Children's Speech and Language Therapy Service supports children and young people in Doncaster and Bassetlaw aged 0-16 years who have difficulties with communication, or with eating, drinking and swallowing. We also support young people aged 16 – 19 years old who have an Education Health and Care Plan (EHCP) who are attending schools in Doncaster and Bassetlaw.

The Children's Speech and Language Therapy Service provide assessment, diagnosis and treatment for children and young people with speech, language, communication, and feeding and swallowing difficulties.

The majority of difficulties fall into the following areas:

- understanding what is said to them
- expressing themselves
- talking clearly (saying speech sounds)
- stammering
- eating and drinking

The service sees children and young people in the following locations:

### **Community**

The Doncaster community service is based at Chequer Road Clinic. Community services are also available at other locations.

The Bassetlaw service is based at Retford Hospital, and also provides major services to Worksop and outlying villages.

### **Child Development Centres (CDC)**

There are two CDCs, one at Doncaster Royal Infirmary and the other at Bassetlaw Hospital, both offer Speech and Language Therapy services.

### **Special Schools**

Services are provided to all 5 special schools in Doncaster and the special school in Bassetlaw.

### **Mainstream Schools**

Services are provided in Mainstream schools under certain circumstances.



## ADULT TEAM

Services to adults are provided throughout the geographical areas covered by Doncaster Metropolitan borough and Bassetlaw District (North Nottinghamshire).

There are three hospital sites seeing **inpatients** – DONCASTER ROYAL INFIRMARY (DRI), MEXBOROUGH MONTAGU HOSPITAL (MMH) and BASSETLAW DISTRICT GENERAL HOSPITAL (BDGH).

SLTs cover an acute ward caseload at DRI and BDGH, which is mainly dysphagia. The stroke SLT team work on ward 16, the acute stroke unit at DRI.

Patients requiring further multidisciplinary rehabilitation following stroke are transferred to the stroke units at MMH or BDGH. There is also a general rehabilitation ward at MMH for any patient requiring further rehab following an admission to DRI.

Patients with voice problems, head and neck cancer, communication and swallowing problems are seen as **outpatients** at DRI and BDGH. Patients with communication and swallowing problems can also be seen at MMH and there is a Lee Silverman Voice Treatment clinic for outpatients at Mexborough Montagu Hospital.

Community patients are seen by a different NHS Trust in both Doncaster and Bassetlaw. Patients requiring domiciliary SLT input following hospital discharge are referred to these teams.

### Hospital Addresses

<b>Doncaster Royal Infirmary</b> Armthorpe Road Doncaster DN2 5LT SLT dept: 01302 644218	Parking is limited at the hospital therefore students are advised to park at Doncaster Racecourse for the free Park & Ride bus service. The hospital is a few miles from the train station in Doncaster but there are buses to the hospital from the station.
<b>Fred and Ann Green Rehabilitation Centre</b> Mexborough Montagu Hospital Adwick Road Mexborough S64 0AZ MDT room: 01709 649178/649179	Parking is free on Cemetery Road. The train station in Mexborough is approximately 15-20 minutes' walk from the hospital, or there are buses from Mexborough Interchange.
<b>Bassetlaw District General Hospital</b> Blyth Road Kilton Worksop Nottinghamshire S81 0BD SLT dept: 01909 502313	The nearest station is Worksop. There is pay and display parking on the hospital site.



## ESSENTIAL INFORMATION

### Health & Safety – please refer to your student handbook

- **FIRE** – Please make sure that you are aware of the location of the fire exits, fire alarms and fire appliances within your placement location. You should know what the evacuation procedure is for the location where you are working and where the assembly point is situated.
- **MOVING AND HANDLING** – you will not be required to move any client or heavy piece of equipment. Please make sure you adhere to this rule for your own safety.
- **IMMUNISATION** – you are strongly advised to be immunised against TB, Polio, Tetanus and Hepatitis B.
- **SMOKING** – you are not permitted to smoke in the hospital grounds, clinics or school.
- **INFECTION CONTROL** – It is important to discuss infection control issues on the first day of your placement. In hospitals, you must be bare below the elbow with the exception of a plain wedding ring.
- **APPEARANCE** – For health and safety reasons, please keep long hair tied back and nails short, with no nail varnish.

### Professional Standards

- **APPEARANCE** – please ensure that you are appropriately dressed on placement. Short or tight skirts, low cut tops, bare midriffs and jeans are **NOT** suitable. On your adult placement, you may be given a tunic to wear with your own trousers. Please ask your placement educator about this.
- **CONFIDENTIALITY** – remember that everything you learn about a client is strictly confidential. You must not discuss your clients outside the clinical setting or with any person who is not involved in their management.
- **PUNCTUALITY** – Please try to arrive on time and keep to your planned timetable throughout the day.

### Professional Responsibilities

- **SICKNESS** – if you are unable to attend due to sickness or for any other reason, please telephone your clinician and/or location as soon as you are able to.
- **POLICIES AND PROCEDURES** – please adhere to all local policies and procedures as outlined by your supervising therapist.
- **DBS** – please bring the original paperwork (no photocopies) to all placements

### Child Protection

- Your clinician will discuss local child protection procedures with you.

### Emergency Procedures

- Please ensure that you are familiar with emergency procedures for the clinic you are attending.



## USEFUL TELEPHONE NUMBERS

### Placement coordinators:

Clare Attrill (Childrens)    01302 644958/9    Email: [clare.attrill@nhs.net](mailto:clare.attrill@nhs.net)  
Sarah Behan (Adult)    01709 649178    Email: [sarah.behan@dbh.nhs.uk](mailto:sarah.behan@dbh.nhs.uk)

### Clinic / Hospitals:

Chequer Road Clinic – 01302 644959 / 644958  
Retford Hospital – 01777 863366  
Child Development Centre, Doncaster Royal Infirmary - 01302 642633 / 4  
Adult Department, Doncaster Royal Infirmary – 01302 644218  
Mexborough Montagu Hospital (MDT room) – 01709 649178  
Bassetlaw Hospital (Adult SLT Dept) - 01909 502313

## RESTAURANTS

Hot and cold food is available from restaurants and cafes on main hospital sites.

In community clinics and school you will need to bring your own lunch.

Please contact your therapist for more information relevant to your placement.

You may find it easier to bring your own lunch on your first day.

## LIBRARY

In order to access the hospital library you need to ask your clinician to fill in a validation letter (obtainable from clinical coordinators). You will need this letter and your student union card to gain access.

Telephone numbers

- Doncaster Royal Infirmary 01302 553118
- Bassetlaw Hospital 01909 500990 ext 2917

## COMPUTER ACCESS

If you require access to a computer on your placement, please discuss your requirements with your clinical educator.





## RECOMMENDED READING LIST PLACEMENTS IN OUR CHILDREN'S TEAM

The following is a *GUIDE ONLY*.

### Language

- David Crystal
- Derbyshire Language Scheme (principles of)
- Cooke & Williams "Working with Children's Language"

### Phonology

- Stackhouse and Wells
- Grunwell
- Flynn & Lancaster "Children's Phonology Sourcebook"

### Early Years

- R Wolfson "Small Talk"
- S Ward "Baby Talk"

### Learning Difficulties / Autism Spectrum Condition

- V Lewis "Development and Handicap"
- Abudarham & Hurd "Management of Communication Needs in People with Learning Disability"
- L Wing "The Autistic Spectrum"
- L Kumin "Early Communication Skills for Children with Down's Syndrome"
- A book to loan after the placement starts: *Autism – How to help your young child*

### Education

- "Every Child Matters"
- "Breaking barriers to achievement" pamphlets

### "How to do Therapy"

- Ellis and McLachlan "Language Builders"

### Clinical Guidelines

- RCSLT "Communicating Quality 3": chapters 7.1.5; 8
- RCSLT "Clinical Guidelines": chapter 5.3
- RCSLT "Clinical Guidelines" – relating to working with children with ASD, Down's Syndrome, cleft palate and working in a CDC



## RECOMMENDED READING LIST PLACEMENTS IN OUR ADULT TEAM

The following is a *GUIDE ONLY*.

### Neurological Disorders

- “Cognitive Neuropsychological Approach to Assessment and Intervention in Aphasia: A clinician’s guide.” Whitworth, A, Webster, J, Howard, D
- “Motor Speech Disorders: Substrates, Differential Diagnosis and Management” Duffy, J.R
- General knowledge about PALPA Model (Psycholinguist Assessment of Language Processing in Aphasia)
- Assessment using written word to picture matching, spoken word to picture matching, auditory processing.
- “Apraxia of Speech: An overview” Ogar, J et al, 2005
- General knowledge of the International Classification of Functioning, Disability and Health (ICF)

### Progressive Neurological Disorders

- Management Of Speech and Swallowing in Degenerative Diseases. Yorkston, Miller, Strand.

### Dysphagia

- Evaluation and Treatment of Swallowing Disorders. Logeman, J  
Chapter on stroke. Chapter on dementia.
- Working with dysphagia. Marks and Rainbow

### Voice

- Voice Clinic Handbook. Harris,T, Harris,S, Reubin,J.S, Howard,D.M. Chapter on anatomy and physiology.
- Know how to take a case history.
- Vocal Hygiene advice

### Clinical Guidelines

- RCSLT “Communicating Quality 3”: chapters 7.1.5; 8
- RCSLT “Clinical Guidelines”: chapter 5.3
- NICE Stroke Guidelines 2016



## CONFIDENTIALITY FORM

I the undersigned fully understand that sensitive information of any kind, coming into my possession whilst a student of the Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust is **strictly** confidential.

I also understand that:

- Rights of access to this information are restricted and that I may only seek and obtain information if it is required to carry out the work for which I am employed.
- I must not divulge information I have obtained during the course of my employment in any shape or form to any other member of staff, to patients or the general public, except in the following circumstances:
  - i) case study conferences
  - ii) professional discussions required to carry out my duties

In all cases, I will seek and be advised by my Line Manager, of those categories of the information, which I can divulge and to whom.

- I must refer to all other requests for information (including those from patients, relatives, the Police or press) to my Line Manager.
- I must comply with the rules regarding the safe storage, transportation and distribution of patient related information in accordance with the Data Protection Act.

Any departure from the strictest standards of confidentiality will be regarded as gross misconduct and may result in dismissal from employment/withdrawal of student placement.

Print Name:

Signed:

Date:

Witnessed by:

Designation:

*Copy to be given to student and original to kept on file*