

J

O

B

D

E

S

C

R

I

P

T

I

O

N

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Specialist Speech & Language Therapist: ENT |
| **Reports to** | Lead SLTs: ENT and Head & Neck Cancer |
| **Accountable to** | Head of Speech & Language Therapy |
| **Band** | 6 |
| **Department/Division** | Therapies/Specialist Services |

|  |  |
| --- | --- |
| **JOB PURPOSE** | |
| The post-holder is responsible for providing specialist speech and language therapy assessment, differential diagnosis and therapeutic intervention for people with:  **Head and neck cancer**  This will include speech and language therapy involvement in surgical voice restoration (SVR), the management of people with tracheostomy and laryngectomy, the use of alternative and augmentative communication and the provision of a videofluoroscopy and Fibreoptic Endoscopic Evaluation of Swallowing (FEES) service.  The post holder will be an integral member of the Head & Neck multidisciplinary team and work collaboratively to ensure holistic, patient-centred interventions. Referrals come from ENT, Maxilliofacial and Radiotherapy. They include out of area referrals, therefore close liaison with SLTs from other trusts is essential.  **Benign voice disorders**  This will require advanced knowledge, skill and judgement across a broad range of voice disorders and pathologies – including muscle tension dysphonia, structural abnormalities, laryngeal diseases, vocal fold palsies and psychogenic voice disorder.  The voice service is an out-patient service based at the Royal Devon & Exeter Hospital (Wonford); referrals come via ENT consultants from across Exeter, East and Mid Devon (occasionally further afield).  The post-holder is responsible for his/her own workload on a day-to-day basis, ensuring appropriate service provision and liaising with the Clinical Leads at all times. He/she will provide support for community speech and language therapists with regards to head and neck cancer and voice. The post involves the supervision of qualified and non-registered speech and language therapy staff and undergraduates, and the provision of training to staff across the Trust.  The post-holder will provide support for regular weekend and Bank Holiday cover as required. Caseloads will be flexible and at times will involve the provision of service to other areas of the Trust. | |
| **KEY WORKING RELATIONSHIPS** |  |
| * Lead Speech & Language Therapists: ENT and Head & Neck * Head of Speech & Language Therapy * Other RD&E adult speech and language therapists * Other members of the Adult Speech & Language Therapy Service (across Exeter, East and Mid Devon and Adult Learning Disabilities Teams) * Therapy Services colleagues * Head of Therapy Services * Head & Neck Clinical Nurse Specialists * Specialist Dietitians * Specialist Radiotherapists * All members of ward-based interdisciplinary teams * GPs, Consultants and other medical staff * Voice and Head & Neck speech and language therapists from other trusts | |
| **ORGANISATIONAL CHART** | |
|  | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:** | |
|  | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | |
| * Communicate complex condition-related information to patients, carers, relatives and members of the multidisciplinary team/other agencies in a way that is accessible and easily understood. * Maintain close collaboration with other members of the multidisciplinary team through joint working and effective communication regarding treatment aims, progress and discharge planning (providing written reports and referrals as appropriate). * Provide appropriate and timely information to all relevant members of the healthcare team regarding patients’ speech and language therapy requirements and changes in progress. * Work closely with speech and language therapy colleagues in the community to ensure consistency, and to support them in managing patients with benign voice disorders and head and neck cancer when appropriate. * Keep Clinical Leads and the Head of Speech & Language Therapy informed of any matters that could be relevant to the safety, effectiveness and efficiency of the service. | |
| **ANALYTICAL/JUDGEMENT SKILLS** | |
| * Develop, implement and evaluate specialised therapeutic treatment plans, drawing on a range of treatment approaches, comparing different options and tailored to meet individual need. This includes analysis of complex and potentially conflicting evidence. * Identify those patients who may need alternative support and liaise effectively with the multidisciplinary team. * Guide and work in conjunction with the multidisciplinary team demonstrating clear clinical reasoning. * Demonstrate competent problem solving skills and the ability to use innovative ideas to enhance and improve service delivery. * Identify patient priorities and choices and plan intervention to accurately incorporate these wishes. | |
| **PLANNING/ORGANISATIONAL SKILLS** | |
| * Organise own workload providing expert assessment, differential diagnosis and treatment as required, ensuring treatment and requests for treatment are prioritised and dealt with promptly and efficiently. * Liaise with the multidisciplinary team to ensure timely assessment and intervention and clear communication to patients and their families. * Provide appropriate and timely information to all relevant members of the healthcare team regarding patients’ speech and language therapy requirements and changes in progress. * Identify patient priorities and choices and plan intervention to accurately incorporate these wishes. * Work autonomously at a high level, making decisions, providing advice and support to patients, carers and other healthcare professionals. * Use initiative when planning delivery of services, interpreting policy and practice guidance to ensure that the service meets the requirements of Trust policies and commissioning guidelines. | |
| **PHYSICAL SKILLS** | |
| * Specialist, precise physical skills for the accurate sizing of tracheo-oesophageal punctures and subsequent fitting of voice prostheses. * Specialist clinical/technical skills in undertaking and interpreting nasendoscopy investigations. | |
| **PATIENT/CLIENT CARE** | |
| * Maintain high standards of speech and language therapy according to the Health & Care Professions Council (HCPC), the Trust and Royal College of Speech & Language Therapists (RCSLT). * Complete a full and appropriate assessment for patients as required, ensuring advice and decision making are evidenced-based. * Reassess patient status as treatment progresses and alter treatment programmes if necessary using clinical reasoning. * Negotiate appropriate treatment goals with patients, undertaking regular re-evaluation and using appropriate outcome measures. * Identify and develop patients’ communicative competence, helping them to improve their skills and be actively involved in decision making wherever possible. * Develop the patient’s ability to use appropriate compensatory strategies. * Facilitate the empowerment of patients in the therapeutic process. * Communicate effectively with patients and carers to maximise rehabilitation potential, ensure understanding of their condition and a safe and efficient discharge. * Liaise and co-ordinate with other professionals to ensure that speech and language therapy interventions are an integral component of the patients’ multidisciplinary care package and actively support and promote the discharge process. * Ensure patient and staff safety during treatment and be able to take appropriate decisions with regards to risk. * Perform and interpret nasendoscopy/stroboscopy for the purpose of dysphagia and voice management, in line with RCSLT guidelines. | |
| **POLICY/SERVICE DEVELOPMENT** | |
| * Contribute to the development of care guidelines, protocols and evidence-base in order to inform practice. * Participate in team and department audit activity and peer review to ensure best practice. * Provide training to develop specialist skills in junior speech and language therapy staff. | |
| **FINANCIAL/PHYSICAL RESOURCES** | |
| * Be aware of the efficient use of resources within the service and advise on appropriate resource requirements. * Be responsible for the safe use of equipment and report any repairs which need to be undertaken. | |
| **HUMAN RESOURCES** | |
| * Supervise and delegate caseload to qualified and non-registered staff as required. * Assist in the recruitment of departmental staff (selection and interview) as necessary. * Contribute to the induction of new staff to the team. * Contribute to the on-going professional and clinical development of the speech and language therapy team, providing formal in-service and 'on the job' training sessions as appropriate. * Provide undergraduate student placements, including assessment. * Provide advice and training to multidisciplinary team members, patients and carers as required. | |
| **INFORMATION RESOURCES** | |
| * Keep timely and accurate records of patients’ treatments and statistical data as required. * Submit regular data about activity levels as required. | |
| **RESEARCH AND DEVELOPMENT** | |
| * With guidance from the Clinical Leads, undertake service evaluation and audit activities to inform best practice and effective service delivery. | |
| **FREEDOM TO ACT** | |
| * Undertake a high standard of speech and language therapy assessment, differential diagnosis and treatment as an autonomous practitioner. This may include highly complex cases. * Take responsibility for and prioritise own workload and decision making to ensure that overall objectives are met, with the patient being the main focus. * Work autonomously at a high level, making decisions, providing advice and support to patients, carers and other healthcare professionals * Use own judgement to negotiate, problem solve and make decisions in the absence of line manager. | |
| **OTHER RESPONSIBILITIES** | |
| To take part in regular performance appraisal (Personal Development Review).  To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.  To contribute to and work within a safe working environment.  The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  Undertake any additional duties commensurate with this grade as required by the speech and language therapy service. | |
| **OTHER** | |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. | |
| **THE TRUST – VISION AND VALUES** | |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Compassion  Inclusion  Integrity  Empowerment  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. | |
| **GENERAL** | |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. | |

P

E

R

S

O

N

S

P

E

C

I

F

I

C

A

T

I

O

N

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATIONS / SPECIAL TRAINING**  Recognised RCSLT degree (or equivalent).  HCPC licence to practice.  Clinical supervision training.  Competent at Specialist Dysphagia Practitioner level (RCSLT Dysphagia Training & Competency Framework).  SVR competencies completed | E  E  E | D  D |
| **KNOWLEDGE / SKILLS**  Work to the guidance and standards of the RCSLT.  Excellent interpersonal skills including observation, listening and empathy.  Well developed negotiation and problem-solving skills.  Well developed analytical and reflection skills.  Excellent verbal and written presentation skills.  Well developed planning, organisational and prioritisation skills.  Specialist, up-to-date knowledge and skills across a broad range of assessment and treatment approaches for benign vice disorders and head and neck cancer.  Sound knowledge of relevant RCSLT clinical guidelines and professional standards; able to interpret these to generate assessment and therapy interventions for individual patients*.*  Comprehensive understanding of the Cancer Reform Strategy, NICE Improving Outcomes Guidance for Head & Neck Cancer and RCSLT policies/protocols on the use of videofluoroscopy and FEES.  Specialist clinical/technical skills in undertaking and interpreting videofluoroscopy and FEES investigations and in the management of people with tracheostomies.  Comprehensive understanding of the RCSLT policies/protocols on the use of nasenoscopy and videolaryngoscopy.  Knowledge of the legal and ethical aspects of capacity/consent and withholding/withdrawing nutrition and hydration.  Knowledge and use of evidence based practice and outcome measurement.  Understanding of the principles of clinical governance and audit.  Highly developed auditory and perceptual skills.  Able to employ specialist counselling skills and provide psychological/emotional support for patients, carers and relatives with complex needs.  Able to recognize the limits of own knowledge and skills and seek support/guidance as necessary. | E  E  E  E  E  E  E  E  E  E  E  E  E  E | D  D  D |
| **EXPERIENCE**  Post qualification experience of working with people with head and neck cancer and benign voice disorders.  Experience of working as a core member of a multidisciplinary team.  Experience of supervising students and junior staff. | E  E | D |
| **PERSONAL ATTRIBUTES**  Able to maintain sensitivity at all times to clients, carers and families, especially when imparting distressing information about the nature and implications of profound, long-term communication and swallowing disorders.  Able to manage the emotional consequences of working closely with people in distressing circumstances, including acute, progressive and terminal medical conditions.  Able to recognise conflict between patients and their carers/relatives and facilitate resolution.  Able to manage the challenging behaviours of cognitively impaired clients. | E  E | D  D |
| **OTHER REQUIREMENTS**  Able to maintain intense concentration on, and active engagement with, all aspects of client management for prolonged periods – often in busy environments and with frequent interruptions.  Able to be flexible to the demands of the post, including unpredictable work patterns/caseloads, deadlines, limited planning/organisation time, the need to multitask and make immediate complex decisions  Able to work within infection control and health and safety guidelines in order to deal appropriately with exposure to infectious conditions and mouth contents encountered on a frequent basis.  Able to meet the travelling needs of the post.  Able to work flexibly over 7 days if required, including Bank Holidays.  High standard of computer literacy. | E  E  E  E  E  E |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y/N |  |  |  |  |
| Contact with patients | Y/N |  |  |  | Y |
| Exposure Prone Procedures | Y/N |  | Y |  |  |
| Blood/body fluids | Y/N |  |  | Y |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y/N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y/N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/N |  | Y |  |  |
| Animals | Y/N |  |  |  |  |
| Cytotoxic drugs | Y/N |  |  |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N |  |  | Y |  |
| Laser (Class 3R, 3B, 4) | Y/N |  |  |  |  |
| Dusty environment (>4mg/m3) | Y/N |  |  |  |  |
| Noise (over 80dBA) | Y/N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/N |  |  |  | Y |
| Heavy manual handling (>10kg) | Y/N |  | Y |  |  |
| Driving | Y/N |  | Y |  |  |
| Food handling | Y/N |  |  |  | Y |
| Night working | Y/N |  |  |  |  |
| Electrical work | Y/N |  |  |  |  |
| Physical Effort | Y/N |  |  | Y |  |
| Mental Effort | Y/N |  |  |  | Y |
| Emotional Effort | Y/N |  |  |  | Y |
| Working in isolation | Y/N |  |  |  |  |
| Challenging behaviour | Y/N |  | Y |  |  |

**Name:………………………………….Signed:………………………………Date:……………….**

Band 6 SLT: ENT – June 2023