Royal Devon University Healthcare NHS Foundation Trust

JOB DESCRIPTION

JOB DETAILS	
Job Title	Lead Speech & Language Therapist: ICSS
Reports to	Lead Speech & Language Therapist: Neuro-Rehabilitation
Band	7
Care group	Clinical Specialist Services

JOB PURPOSE

The post holder will be the Lead Speech and Language Therapist (SLT) for the Eastern Integrated Community Stroke Support (ICSS) team, providing highly specialist assessment, differential diagnosis and therapeutic intervention for people with a range of communication and swallowing disorders arising from stroke.

The post holder will report to the Lead Speech & Language Therapist for Neuro-Rehab and work as a core member of the ICSS team. The team supports people across Exeter, East and Mid Devon to continue to receive specialist stroke rehabilitation outside of hospital. Working alongside nursing, medical, therapy and social care colleagues, the post holder will support people with self-management, secondary prevention and long-term condition management.

The post-holder is responsible for their own workload within the designated clinical area on a day-to-day basis. Caseloads will be flexible and may involve the provision of service to other areas of the Trust if caseload pressures demand.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

Caseload Management:

This post requires caseload management which will vary according to location and complexity. There will be a responsibility to provide advice to patients with highly complex and specialist needs as well as carers and other disciplines.

Provide support to other registered and non-registered staff regarding effective caseload management and monitoring strategies.

Provide direct support and guidance to registered and non-registered staff with potentially challenging cases/situations, particularly where reassessment may be required.

The post holder will pass on and also encourage others to share their skills/knowledge within both formal and informal environments.

To have responsibility for the development of therapy staff, support staff and students.

Budget:

To be responsible for the use of resources in the most efficient and effective way.

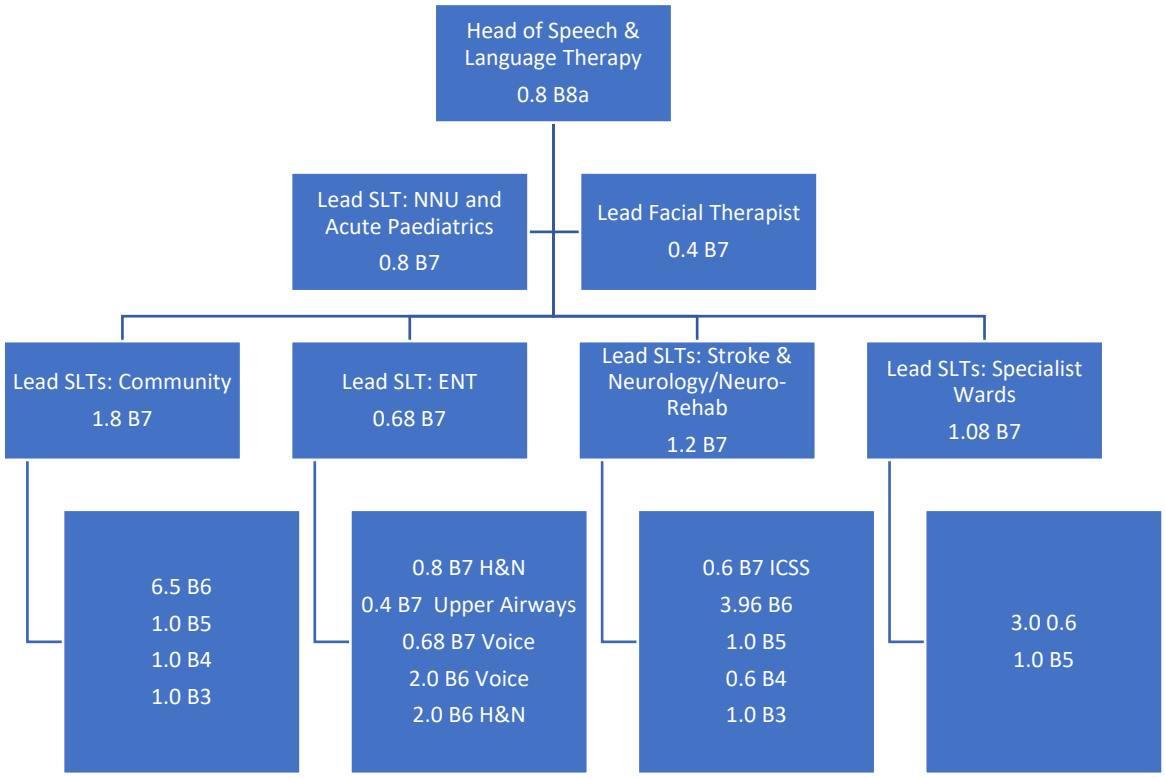
KEY WORKING RELATIONSHIPS

No. of Staff reporting to this role: 1

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
• Lead Speech & Language Therapist: Neuro-Rehab • All members of the Eastern ICSS team • Other Neurology team Speech and Language Therapists • Other members of the Speech & Language Therapy Service • Head of Speech & Language Therapy • Operations Manager – Therapies • Consultants and other medical staff	• Patients, families and carers • Colleagues in other NHS Trusts and healthcare organisations • GPs • Social care • Voluntary organisations supporting patient care

ORGANISATIONAL CHART



FREEDOM TO ACT

Work as a highly specialist practitioner in the community setting without immediate supervision.

Lead specialist in clinical area of work which may be across more than one team/cluster.

Adhere to professional and organisational standards of practice.

Be professionally accountable for all aspects of your own work, within the context of an autonomous practitioner.

Initiate and lead specific projects as required.

COMMUNICATION/RELATIONSHIP SKILLS

Ensure effective communication takes place at all times, taking a team approach to patient care and service needs.

Lead and attend multidisciplinary meetings, case conferences and visits as appropriate, to ensure that there is an integrated approach that benefits patients' overall care and discharge plans.

Be proactive in giving talks/demonstrations regarding your work to therapy colleagues and others.

Write comprehensive reports regarding patient assessment, treatment outcomes and recommendations to GPs, consultants, other health and social care colleagues and other members of the multidisciplinary team.

Read and interpret a range of patient medical, medication, social history and social care plans.

Read and interpret a range of policy and guidance, both local and national.

Provide information, advice and clinical expertise to team members and managers.

Liaise closely with all members of the primary health care team and other agencies in all matters regarding patient care, discharge and future care management.

Work with patients referred with complex communication and cognitive problems.

Communicate sensitive and complex information e.g. prognosis.

Obtain patient consent and work within a legal framework with patients who lack capacity to consent to treatment.

ANALYTICAL/JUDGEMENTAL SKILLS

Undertake a comprehensive, holistic highly specialist clinical assessment of patients presenting with highly complex multifactorial problems using advanced analytical and investigative skills and clinical reasoning.

Use clinical judgment to access further diagnostics, treatment etc.

Interpret highly complex information e.g. medical notes and clinical findings.

Provide advanced specialist advice and second clinical opinion to other colleagues e.g. GPs.

Actively manage clinical waiting times to meet patient need and Trust priorities.

Work in collaboration with other teams in order to support a consistent and equitable service across the Trust.

Lead and participate in the operational planning and implementation of policy and service development within the team, helping to set priorities.

Lead clinical changes that contribute to the development of patient pathways.

Propose changes to improve practice in line with local and national guidelines.

Undertake risk assessment, using clinical judgement and provide accurate feedback to the team as necessary e.g. in relation to lone working.

Apply clinical reasoning skills after assessment to decide appropriate treatment plan and approach.

PLANNING/ORGANISATIONAL SKILLS

Manage an individual caseload of highly complex patients effectively and efficiently.

Take part and lead group sessions as required.

Plan, organize and prioritize own workload and guide the work of support workers and junior staff as appropriate.

Work with the team to deliver the most effective service within the resources available to meet patient needs.

Exercise good personal time management, punctuality and consistent, reliable attendance.

Co-ordinate patient appointments.

Be involved in longer term strategic planning in area of expertise.

PATIENT/CLIENT CARE

Manage own highly complex caseload and treatment programmes to a high standard expected of an experienced clinician without day to day clinical supervision. Support is available through the clinical supervision programme and from more specialist or skilled staff in a particular area.

Prioritise, assess and treat highly complex patients referred, taking an evidence-based and reflective practice approach, using a wide range of modalities and skills in order to maximise patient/user independence.

Identify specific problems/needs, and develop goals and highly specialist treatment plans in partnership with the patient and others.

Evaluate patient care in the specialty and be proactive in developing services to meet national and local standards.

Evaluate patient/user progress, and modify treatment/input if required.

Maintain accurate and timely patient records and reports using agreed standard formats.

Be professionally accountable for all aspects of your own work, within the context of an autonomous practitioner.

Comply with trust infection control policies and conduct him/herself at all time in a manner as to minimise the risk of health care associated infections.

POLICY/SERVICE DEVELOPMENT

Keep up to date with professional and related Health and /Social Care developments in liaison with Head of Profession and other colleagues.

Support the team to keep updated in developments in the NHS and Social care, leading in the specialty.

Identify opportunities to improve the service, taking account of resources available, discussing your ideas with colleagues and managers.

Participate in the operational planning and implementation of policy and service development within the specialty, leading on priorities in your area and coordinating across organisational and professional boundaries.

Propose and lead changes to improve practice in line with local and national guidelines.

Be aware of and follow the Health and Safety at Work Act and local/national guidelines, reporting any incidents using the correct procedures.

Ensure that staff are aware of and follow the Health and Safety at Work Act and national/local guidelines and are aware of correct procedures for reporting incidents.

Report any accidents/ untoward incidents/ near misses to self, patients or carers to the manager in accordance with Trust policy.

FINANCIAL/PHYSICAL RESOURCES

Support the manager in the best use and monitoring of allocated resources.

Assess, prescribe and order equipment and other resources.

Ensure the safe and efficient use of stock and equipment. Ensure equipment has appropriate checks made. Report any equipment defects and withdraw any such equipment from service.

Demonstrate and instruct the use of equipment to ensure safety.

Understand and apply the eligibility criteria for services.

HUMAN RESOURCES

Work collaboratively with the manager to ensure training and continuing professional development for all team members and planning for the appropriate workforce.

Participate in clinical supervision as supervisor and supervisee.

Participate in staff appraisal as appraiser and appraisee.

Participate in and be proactive in leading and teaching at training sessions for staff and other agencies.

Be involved in the recruitment of therapy and rehabilitation staff in the team / cluster in accordance with HR policies, terms and conditions to maintain an effective workforce capable of meeting the objectives of the service.

Undertake the full range of clinical leadership tasks including communication, staff involvement, workforce planning, appraisal, training and development, and performance management.

Actively share areas of knowledge and experience both formally and informally.

Ensure that HCPC registration is maintained and evidenced to the manager.

Work with the manager to ensure clinical cover across the locality is maintained especially at times of service pressure.

INFORMATION RESOURCES

Contribute to the collection of statistical data in order to monitor and develop team activity using electronic and paper methods.

Monitor and evaluate the information available.

Maintain accurate and timely patient records using agreed standard formats.

RESEARCH AND DEVELOPMENT

Maintain an up to date knowledge of all areas of clinical practice using a variety of CPD methods; maintain a CPD portfolio.

Lead on clinical governance activities e.g. audit, research, service reviews.

Take a lead role in clinical development e.g. journal clubs, special interest groups, peer review groups and other activities to share and expand specialist knowledge across the service.

Provide support and leadership to the team members to participate in clinical governance activities e.g. audit, research, clinical reviews.

Adhere to all professional standards of practice and organizational policies and procedures.

PHYSICAL SKILLS

Assess, prescribe and demonstrate the safe use of equipment as required.

Computer skills to maintain patient records, clinical audit, support clinical practice, email, presentations and order equipment etc.

Therapeutic handling of patients, demonstrating highly developed dexterity, co-ordination and palpatory skills often with the need for prolonged physical effort. This will include patients with complex and specialist needs.

Highly developed physical skills of precision at speed and extremely high levels of hand-eye and sensory co-ordination.

PHYSICAL EFFORT

Manually handle equipment as required, following ergonomic risk assessment as per statutory training and service risk assessments.

Treatment will necessitate working in restricted positions or limited space.

Ability to travel to other locations as required meeting time constraints

Manual therapeutic handling of patients in relation to assessment, treatment and rehabilitation may require working in restricted positions or limited space.

MENTAL EFFORT

Manage competing demands of providing services on a daily basis and developing a clinical area.

Read, decipher and interpret patient information.

Read and decipher lengthy documents, summarising for other staff as appropriate.

Work pattern is unpredictable and subject to frequent interruption.

Frequent mental effort in assessment and treatment programmes.

Long periods of concentration, particularly when using a VDU.

Identify strategies to motivate patients to engage with their treatment plan.

EMOTIONAL EFFORT

Work with patients/service users and carers who have a poor/life limiting prognosis, including the communication of distressing news.

Work with patients in the aftermath of bad news.

Work with patients with mental health problems or occasional challenging behaviour.

At times talk to relatives following a death.

WORKING CONDITIONS

Work with patients with a wide range of conditions including contact with body fluids such as urine, blood, sputum.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.

Contribute to and work within a safe working environment.

Comply with Trust Infection Control Policies and conduct yourself 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.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

APPLICABLE TO MANAGERS ONLY

Lead the team effectively and support their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1s / supervision with employees you always check how they are.

DISCLOSURE AND BARRING SERVICE CHECKS

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.

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.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Lead Speech & Language Therapist: ICSS

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Degree or Graduate Diploma in Speech & Language Therapy	E	
HCPC and RCSLT registration	E	
Additional education in specialist field to Master's level or equivalent experience	E	
Competent at Advanced level (RCSLT eating, drinking and swallowing competency framework).	E	
Additional training relevant to the post e.g. clinical skills training, student supervision training.	E	
KNOWLEDGE/SKILLS		
Evidence of continuing professional development	E	
Evidence of highly developed communication skills to motivate patients and team	E	
Highly developed analytical and critical appraisal skills	E	
Knowledge of relevant National Service Frameworks, national guidance and other relevant initiatives	E	
Experience of leading clinical audit	E	
Multi-disciplinary team working across health, social and voluntary sectors	E	
Proven ability of complex case management	E	
Broad range of IT Skills	E	
Proven knowledge and skills in the assessment and functional management of complex stroke	E	
EXPERIENCE		
Appropriate clinical skill and competence to demonstrate highly developed specialist knowledge in clinical area including specialist training	E	
Advanced level of clinical expertise to plan and organise a specialist caseload and develop the clinical team	E	
Experience of advanced problem solving	E	
Undertaken specific piece of work to enhance service development	E	
PERSONAL ATTRIBUTES		
Able to influence and lead the team	E	
Proven ability in organisational and time management	E	
Able to deal with and resolve conflict	E	
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Able to meet the travelling needs of the post.	E	
Able to work flexibly over 7 days if required, including Bank Holidays.	E	

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