

JOB DESCRIPTION

JOB DETAILS	
Job Title	Specialist Speech & Language Therapist- Acute in patients
Reports to	Lead Speech and Language Therapist – Acute inpatients
Band	Band 6
Department/Directorate	Speech & Language Therapy/Clinical Support & Specialist Services

JOB PURPOSE
<p>The Therapist will be part of the team of Speech and Language Therapists and Speech and Language Therapy assistants providing acute, community, stroke, voice/ENT, learning disability and head and neck cancer services to adults across North Devon.</p> <p>The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.</p> <p>To be accountable for own professional action and recognise own professional boundaries seeking advice as appropriate.</p> <p>To work within defined departmental and national protocols/policies and the RCSLT code of conduct, upholding Trust values at all times.</p> <p>The Specialist Therapist will</p> <ul style="list-style-type: none"> - Work within the hospital setting. - Work within the general medical and Acute stroke team - Be based at NDDH

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • Provide specialist assessment, diagnosis, treatment and advice to adults with communication and/or swallowing difficulties, and their carers. • Be part of a multidisciplinary team • Work as an autonomous practitioner working without direct supervision and at times lone working. • Provide supervision, training and support to junior staff and students. • Work with managers to develop the service in line with patient need and trust wide developments, and to help provide an equitable service across the Trust. • Some services within therapies are currently required to participate in on call and weekend working.

- This post requires caseload management which will vary according to location and complexity. There will be a responsibility to provide advice to patients with potentially complex and specialist needs as well as carers and other disciplines
- The post holder will pass on skills/knowledge to others within both formal and informal environments.
- To have delegated responsibility for therapy staff, support staff and students.
- To be responsible for the use of resources in the most efficient and effective way.
- To authorise spending on equipment from Community Equipment Store to a value of £1,000 [2008] following authorisation training.

KEY WORKING RELATIONSHIPS

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.

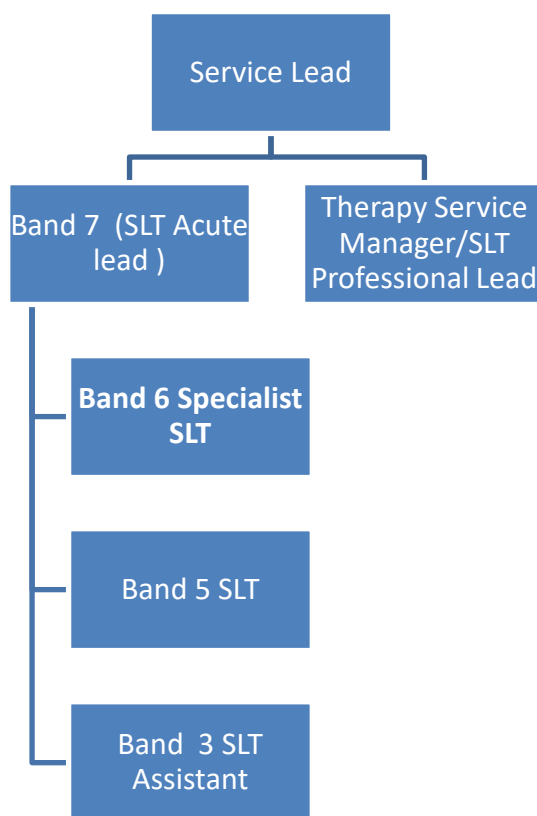
In addition the post holder will deal with the wider healthcare community, external organisations and the public.

This will include verbal, written and electronic media.

Of particular importance are working relationships with:

To work collaboratively with:	Frequent	As Required
Clerical Staff	√	
Cluster Manager, Professional Lead, Service Lead or Team Lead	√	
Community equipment store		√
Complex Care Teams	√	
Consultants	√	
GPs and other practice staff		√
Head of Therapy Services		√
NDHT staff at all levels	√	
Nursing Staff /specialist nurses	√	
Other specialist services		√
Patients, relatives and carers	√	
Social Services	√	
Voluntary agencies		√

ORGANISATIONAL CHART



FREEDOM TO ACT

- To be accountable for own professional action and recognise own professional boundaries seeking advice as appropriate.
- To liaise with the Lead and/or Professional Lead Speech and Language Therapist about equipment and on the situation and needs of the service.
- To be guided by precedent and clearly defined occupational policies, protocols, procedures and codes of conduct e.g RCSLT guidance, HCPC Standards.
- To manage own caseload independently, adhering to professional and organisational standards of practice, deciding when it is necessary to refer to their manager. Clinical outcomes are discussed at agreed intervals.

COMMUNICATION/RELATIONSHIP SKILLS

- To contribute to clinical teams both multi-disciplinary and uni-disciplinary by discussing own and others input around client needs ensuring a well-co-ordinated care plan
- To communicate complex conditions related information from assessment to clients, carers, families and members of the multi-disciplinary team/other professions
- To work closely with clients, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist.
- To demonstrate skills in motivating clients and/or carers to engage in the therapeutic process.
- To demonstrate negotiation skills in the management of conflict across a range of situations.

- To deal with initial complaints sensitively, avoiding escalation where possible.
- To form productive relationships with others who may be under stress and/or have challenging communication difficulties.
- To employ excellent communication skills.
- To work in partnership with relevant voluntary sector staff

ANALYTICAL/JUDGEMENTAL SKILLS

- Undertake comprehensive, specialist clinical assessment of patients using analytical and investigative skills and clinical reasoning.
- Interpret information e.g. clinical notes and findings. Use clinical judgment to access further diagnostics, treatment etc. Apply clinical reasoning skills after assessment to decide appropriate treatment plan and approach with support from senior colleagues as required.
- To manage clinical waiting times within own caseload to meet patient need and Trust priorities, seeking advice/support as required.
- Undertake risk assessment, using clinical judgement and provide accurate feedback to the team as necessary e.g. in relation to lone working.

PLANNING/ORGANISATIONAL SKILLS

- To be practised in time management, punctuality and consistent, reliable attendance.
- To plan, prioritise and manage own caseload/workload and to handle day to day running and organisation of identified work seeking advice from a senior colleague as appropriate.

PATIENT/CLIENT CARE

- To assess, develop and implement appropriate specialised intervention for adults who present with a range of communication disorders and/or feeding and swallowing problems.
- To make differential diagnosis on the basis of evidence from assessment.
- To reflect on auditory, visual and kinaesthetic aspects of clients' communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness.
- To use specialist knowledge to inform sound clinical judgements/decision making for case management seeking second opinion from highly specialist/lead practitioner as appropriate.
- To develop clear care plans based on best practice, with defined therapy aims and goals
- To set up and monitor programs to be carried out by others including carers
- To write reports reflecting specialist knowledge
- To provide appropriate specialist intervention and evaluate outcomes.
- To demonstrate negotiation skills and adapt practice to meet individual patient/client circumstances
- To assess and refer patients for Instrumental Assessment Services as indicated such as VFS and FEES

- To advise and involve carers and other professionals concerned with specific cases and on matters relating to communication and swallowing disorders.
- To liaise with professionals about specific patients, to build up awareness of speech and language disorders and to work as a member of the multidisciplinary team.
- To provide information and reports to other agencies and to attend case conferences and liaison meetings as appropriate.
- To demonstrate skills in dealing with complex issues to generate appropriate strategies for case load management.
- To carry out assessment with implement advice from the communications aids centre (BCAS) as required and together make recommendations for suitable communication aids
- To make recommendations concerning referral to other professional agencies.
- To liaise with other from health, social services, voluntary agencies, independent sector and support groups
- To attend appropriate staff and team meetings both uni-professional and multi-professional
- To keep up to date with clinical practice, new techniques and research and development for the promotion and maintenance of good practice in speech and language therapy, through attendance at relevant courses and special interest groups.
- To identify personal/professional development evidence by Personal Development Plan/Professional Portfolio developed within an appraisal framework.
- To demonstrate clinical effectiveness by use of evidence based practice and outcome measures.
- To work within defined departmental and national protocols/policies and the RCSLT Code of Conduct.
- To work independently, accessing appraisal and ensuring that the objectives set reflect the Service and Trust Plans, including specific objectives relating to the clinical specialism.
- To reflect on practice both individually and with peers/mentors and identify own strengths and development needs.

POLICY/SERVICE DEVELOPMENT

- Be aware of and follow Trust policies and procedures.
- To participate in service evaluation, policy development, peer review, audit and outcome evaluation

FINANCIAL/PHYSICAL RESOURCES

- To be responsible for security, care and maintenance of equipment used, ensuring standards of infection control and safety are maintained and to notify senior member of staff if problems arise.

HUMAN RESOURCES

- To supervise the work of assistants and volunteers and provide clinical support to less experienced SLTs.
- To participate in student placements as appropriate.

- To explain the role of speech and language therapists to visitors, students and volunteers.
- To participate in the development and delivery of training (formal and informal, of varying types) to others, with and without support.
- To demonstrate the ability to target training appropriately to the needs of course participants.
- To demonstrate the ability to reflect on and evaluate training provided
- To participate in specialist training in area of clinical expertise.
- To be part of the Trust service resource for training of communication and/or swallowing needs.
- To train clients and carers in the use of alternative and augmentative means of communication as appropriate
- Ensure that HCPC and RCSLT registration is maintained and evidenced to manager.

INFORMATION RESOURCES

- To maintain up to date and accurate patient records in line with the Royal College of Speech and Language Therapist (RCSLT) professional standards and local Trust policies.
- To maintain services and systems to meet quality standards and to provide information as required.
- To provide feedback and reports as required by other agencies.

RESEARCH AND DEVELOPMENT

- To take part in clinical governance and audit projects within the local service
- To participate in departmental research when required
- To collect and provide research data as required
- To participate in and develop innovations in areas of risk management, quality standards setting and clinical effectiveness.
- To participate in appropriate rehabilitation and speech and language therapy research projects.

PHYSICAL SKILLS

- To demonstrate highly developed auditory and perceptual skills
- Computer skills to maintain patient records, clinical audit, support clinical practice, e mail, presentations and order equipment etc.

PHYSICAL EFFORT

- To work within Trust manual handling guidelines.
- Ability to travel to other locations across North Devon as required meeting time constraints, on a daily basis
- The ability to work within manual handling guidelines with respect to: Moving furniture, files and equipment. Occasional manoeuvring of clients including specialist positioning of clients with disability.

MENTAL EFFORT

- The ability to maintain intense concentration for prolonged periods: in all aspects of client management, assessment and treatment, with clients who have communication difficulties trying to express themselves.
- To be flexible to the demands of the work including unpredictable work patterns, deadlines and interruptions
- Read decipher and interpret patient information.

EMOTIONAL EFFORT

- Regular use of counselling skills with respect to clients' needs and their carers.
- Work with patients with mental health problems and occasional challenging behaviour.
- The ability to manage the emotional demands and consequences of:
 - Working with clients with complex communication impairments and their families
 - Working with clients who may have a poor/life limiting prognosis
 - Talking to relatives following a death as required

WORKING CONDITIONS

- Work in a variety of settings according to patient needs including patients own home which can often involve hot/cold temperatures, cluttered, noisy environments and unhygienic environments.
- Work with remote platforms such as Microsoft Teams.
- Work with patients with a wide range of conditions including contact with body fluids such as urine, blood, sputum on a daily basis.
- The ability to work within Health and Safety guidelines to manage: Lone working, working in external premises, aggressive behaviour in the workplace

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

You are 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.

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.

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	Specialist Speech & Language Therapist
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
<ul style="list-style-type: none"> • Degree or Graduate Diploma in Speech and Language Therapy 	E	
<ul style="list-style-type: none"> • HCPC registration – licence to practice 	E	
<ul style="list-style-type: none"> • Registered member of the Royal College of Speech and Language Therapists 	E	
<ul style="list-style-type: none"> • Additional post-graduate training relevant to the post eg dysphagia management, basic counselling skills 	E	
<ul style="list-style-type: none"> • Membership of relevant Clinical Excellence Networks (CENs) 		D
KNOWLEDGE/SKILLS		
<ul style="list-style-type: none"> • Well established knowledge of assessment tools relevant to working with adults. 	E	
<ul style="list-style-type: none"> • Established skills in the assessment and treatment of communication and swallowing problems. 	E	
<ul style="list-style-type: none"> • Well established knowledge of a range of appropriate therapeutic interventions relevant to working with adults. 	E	
<ul style="list-style-type: none"> • Understanding of alternative and augmentative means of communication. 	E	
<ul style="list-style-type: none"> • Knowledge of main national policies and procedures for adult work. 	E	
<ul style="list-style-type: none"> • Excellent interpersonal skills-including observation, listening and empathy. 	E	
<ul style="list-style-type: none"> • Negotiation and problem-solving skills. 	E	
<ul style="list-style-type: none"> • Good analytical and reflection skills. 	E	
<ul style="list-style-type: none"> • Well-developed concentration skills. 	E	
<ul style="list-style-type: none"> • Good presentation skills, both written and verbal. 	E	
<ul style="list-style-type: none"> • Good organisational skills. 	E	
<ul style="list-style-type: none"> • Prioritisation skills. 	E	
<ul style="list-style-type: none"> • Ability to be a good team member. 	E	
<ul style="list-style-type: none"> • Awareness of principles of clinical governance/audit. 	E E	
<ul style="list-style-type: none"> • Understanding of the roles of other professionals working in the multidisciplinary team. 	E	

<ul style="list-style-type: none"> • Knowledge of standards of record keeping. • Demonstrates flexibility. • Ability to motivate others. 	E E E	
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience of working with adults with acquired communication difficulties and swallowing difficulties. • Experience of managing the communication and or swallowing disorders of adult clients with stroke or progressive neurological conditions. • Experience of working with complex ethical situations supporting assessment, discussions and decision making, such as reviewing patient capacity. • Experience of preparing and delivering training. • Experience of supporting students. • Experience of working with assistants. • Experience of working with carers. • Use of outcome measures. 	E E E E E E E E	
<p>PERSONAL ATTRIBUTES</p> <ul style="list-style-type: none"> • Able to work as a team member. • Developed auditory and perceptual skills. • I.T skills e.g. Keyboard and word processing skills. • Ability to move frequently between sites meeting time constraints. • Ability to work within manual handling guidelines with respect to: • Occasional Manoeuvring of clients including specialist positioning of clients with disability • Pushing a wheelchair and supporting walking • Moving furniture, equipment and files • To be flexible to the demands of the work. • The ability to work within the infection control policy. 	E E E E E E E E E	
<p>OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> • The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. • Ability to travel to other locations as required. 	E E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	Y			X	
Laboratory specimens	N				
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	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
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	