

## JOB DESCRIPTION

### 1. Job Details

**Job Title: Specialist Speech and Language Therapist**

**Band: 6**

**Directorate: Clinical Support Services**

**Location: Truro**

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### 2. Job Purpose

- The post holder will be an autonomous practitioner and will contribute to the delivery of a the SLT service to patients on Critical Care presenting with a wide range of swallowing and communication disorders including those resulting from critical care issues, tracheostomies and /or ventilation. These disorders may arise from a range of aetiologies including physical, psychological, respiratory, surgical (including tracheostomy), neurological and neurodegenerative disorders.
- The post holder will provide assessment, differential diagnosis and programmes of intervention where appropriate and use a range of alternative and augmentative communication aids and instrumental assessments of swallowing including VFSA and FEES.
- You will contribute to a proactive, responsive and organised SLT service providing early rehabilitation in order to maximise quality of life, improve physical recovery, reduce psychological problems post-critical illness and reduce length of stay in critical care and in hospital.
- Provide advice, training and support to the patients, carers and nursing staff.
- To participate in the SLT inpatient service Bank Holiday rota.

### 3. Dimensions

- Demonstrate specialist clinical skills in the assessment, diagnosis, treatment and management of communication and swallowing problems in adults on Critical Care presenting with a wide range of aetiologies and critical illness including tracheostomy care, providing appropriate specialist intervention and evaluation of outcomes.
- Demonstrate specialist knowledge and experience in this clinical area underpinned by up to date evidence based practice and outcome measures
- To participate in Multidisciplinary team meetings.
- To develop skills in the use of instrumental assessment such as FEES and Videofluoroscopy.

- To participate in the Service's clinical governance group, undertaking specific roles as requested.

#### 4. Organisation Chart



#### 5. Knowledge, Skills & Experience Required

##### Qualifications and Training

- Recognised Royal College of Speech & Language Therapists degree level qualification
- Registration with Health & Care Professions Council (HCPC) Licence to Practice
- Successful completion of post graduate study/short courses relevant to field (i.e. dysphagia)

##### Experience/Knowledge

- Post-registration experience including management of acquired disorders.
- You will be an autonomous practitioner with experience of a range of assessment tools and procedures to evaluate language, communication in an inpatient setting.
- Demonstrate the use of Evidence Based Practice.
- You will have excellent communication and counselling skills and will use empathy to support patients and carers presenting with high levels of anxiety and distress related to recent diagnosis and medical needs e.g. tracheostomy and ventilation.
- You will be able to confidently and competently communicate complex information taking into consideration the barriers to communication whilst reassuring and instilling confidence in patients, carers and other professionals.
- You will demonstrate maintenance of knowledge and skills through attendance at CENs, relevant courses and CPD.
- Knowledge and adherence to the Trust and SLT policies and procedures, national guidelines and professional standards.
- Experience of working in a confidential manner.
- Experience of participation in audit activities within SLT services.

## **Skills/Abilities**

- An ability to listen to, and communicate highly, complex information in a sensitive tactful and empathic way both verbally and in writing to patients, carers, general public and colleagues.
- Experience of using advanced communication skills including negotiation, advocacy, counselling, motivational interviewing and evoking behavioural change in complex cases.
- Experience of representing the importance of Speech and Language Therapy intervention within a variety of specialist teams.
- An ability to work effectively with a number of teams in a variety of settings.
- Experience supervising student Speech and Language Therapists including assessment and the delivery of constructive feedback.
- Experience of interpreting and acting on complex clinical information to make decisions about patient care.
- Experience and competence in negotiating and recording aims of treatment and agreeing a plan of action with patient/client/relatives/carers/medical staff.
- Experience in managing a clinical case load.
- An ability to demonstrate autonomy and leadership by continuous evaluation of day to day clinical demands and priorities, with subsequent adjustment of service delivery to meet this need.
- Demonstrate the ability to work well within a multidisciplinary team.

## **6. Main Duties and responsibilities**

### **Clinical**

- To demonstrate specialist clinical skills in the assessment, evaluation, diagnosis, treatment and management of communication and swallowing difficulties in adults in Critical Care and with critical illnesses including tracheostomy, providing appropriate specialist intervention and outcome evaluation.
- To work across other SLT Clinical areas if required.
- To apply specialist knowledge to inform sound clinical judgement and decision making for case management with clear plans based on best practice.
- Demonstrate specialist knowledge of this clinical area underpinned by current evidence based practice and outcome measures.
- Independently make appropriate differential diagnoses and specialist clinical decisions based on assessment outcomes.
- Contribute to the Videofluoroscopy service, including referral, assessment and report writing.
- Contribute to the FEES service, including referral, assessment and report writing.
- To demonstrate clinical effectiveness reflecting on evidence based practice, and outcome measures.
- Provide advice to others regarding the management and care of patients with communication and swallowing difficulties.
- Demonstrate specialist skill in evaluating and managing the impact of a tracheostomy on swallowing and communication.

- To assess capacity, gain valid consent and have the ability to work within a legal framework for patients who lack capacity to consent to treatment.
- With excellent communication skills convey complex condition related information to patients, families, carers, MDT and other professionals demonstrating empathy and ensuring that effective communication is achieved particularly where barriers to understanding exists.
- Form productive relationships with others who are experiencing stress and who may have challenging communication, behaviour or complex needs, engaging counselling skills and appropriate management strategies as required.
- Maintain sensitivity at all times to the emotional needs of patients with critical care requirements and their families particularly when imparting potentially distressing information regarding the nature of the patient's difficulties and implications of the same.
- Demonstrate skills in motivating patients, carers and families to engage in the therapeutic process.
- Work closely with patients, families and carers in order to agree goals and management plans and effectively monitor and review progress, modifying targets as appropriate.
- Reflect on clinical practice both individually and with peers identifying strengths and needs and providing evidence of sound clinical judgements based on research and evidence based practice.
- Maintain up to date clinical case notes and write reports reflecting highly specialist knowledge, ensuring that they meet departmental standards in line with Trust policy and RCSLT professional standards.
- Manage and prioritise a complex and specialist caseload independently.

## **Professional**

- Demonstrate understanding of issues associated with clinical governance and their application to professional practice. This includes compliance to and implementation of service policies, National and local guidelines and RCSLT professional and clinical guidelines.
- You will have a working knowledge of relevant procedures including: Safeguarding children and adults, working with vulnerable adults and other legal frameworks.
- You will contribute to the Trust's systems of clinical governance, developing innovations, quality standards and clinical effectiveness.
- You will be accountable for professional action, recognising professional boundaries and working within defined departmental and national policies and professional code of conduct.
- You will seek advice as necessary from peers or senior colleagues which may include colleagues outside of the Trust.
- You will work independently accessing appraisal and supervision at pre-determined intervals and demonstrate a well-developed ability to reflect and critically appraise your own performance identifying strengths and development needs.
- You will be aware of the Health & Safety aspects of your work and will routinely implement policies which are required to improve safety in the work

area. This includes the use of Trust reporting systems and risk assessment of areas of work, including manual handling risks, bio-hazards from body fluids/sputum, anxious or angry patient/s carers, lone working and patients with mental health or cognitive difficulties.

- You will provide student placements for SLTs, and contribute to the post registration training of SLT and other healthcare professionals.
- You will undertake measurement and evaluation of current practice through the use of evidence based practice, audit and outcome measure, individually, with your team or with your manager
- You will have excellent inter-personal and communication skills and comply with the Dignity at Work Policy.
- You will have excellent presentation skills, and the ability to plan and deliver training to diverse groups.
- You will have excellent time management and skills for workload prioritisation
- You will attend Team Meetings and CPD and other meetings as requested by the Team Leader, Operational Manager or Professional Lead.

## **Organisational**

- To be responsible for any equipment used, adhering to policies regarding competence to use the equipment and to ensure the safe use of the equipment by others through teaching, training and supervision of practice.
- To ensure the safe carriage, storage and proper use of records and equipment.
- To be actively involved in the collection and interpretation of appropriate data and statistics for the use of the Service.
- To contribute to working parties as requested and to report findings in a timely manner.
- To contribute to service and policy development, including quality standards, guideline setting and clinical effectiveness.
- To comply with Departmental and Organisational policies, ensuring that policy and service development changes are implemented.
- To undertake any other duties that might be considered appropriate by the Team Lead, Operational Manager or Professional Lead SLT.
- To support the Team Lead/Operational Manager/Professional Lead SLT with any delegated managerial activities e.g. appraisals, supervision.
- To attend relevant training in line with Trust guidelines, in order to function as a Trust employee and to develop and maintain the skills of a Specialist Speech and Language Therapist.

## **Education and Training**

- To explain the role of the Speech and Language Therapist to visitors, students and volunteers.
- To organise and deliver formal and informal education and training sessions to patients, families, carers, nurses, doctors, students and other MDT members on swallowing and communication.

- Support and supervise the development of Speech and Language Therapy students and Speech and Language Therapy Support Workers within the acute setting.
- Provide advice and teaching for the services responsible for food provision on food and fluid modification.
- To keep own record of Continuous Professional Development in accordance with HCPC and Trust policy.

### **Clinical Governance**

- To contribute to audit and clinical governance projects in line with departmental and multi-professional team objectives.
- To act as an advocate for the patient.
- To adhere to and contribute to best practice initiatives (evidence based, in line with clinical guidelines).

### **Communication and Working Relationships**

- You will communicate effectively and work collaboratively with: medical, nursing, therapy and Social Services colleagues to ensure delivery of a co-ordinated multidisciplinary service. This will include case conferences, ward rounds, and discharge planning.
- Catering services, as required.
- You will support patients with complex problems and engage counselling skills.

### **Most Challenging Part of the Job**

To significantly contribute to the delivery of a Speech and Language Therapy service for patients referred to the Critical Care SLT service whilst ensuring that the service which you deliver meets the following criteria:

- Evidence based
- Timely
- Complies with Local Trust Policy
- Complies with Professional codes of conduct
- Is agreed with Multi Professional colleagues
- Gives best value for money
- Remains within financial allocation
- Engages service users in planning, evaluation and modification of service delivery

To deliver annual service and personal objectives.

To complete all mandatory training requirements.

To provide Assessment and Treatment plans for complex cases.

### **Mental effort**

- Maintenance of intense concentration for prolonged periods, in particular to monitor perceptual aspects of the patient's communication, adapting and facilitating according to the patient's perceived needs.

- To be flexible to the demands of the environment, including unpredictable work patterns, deadlines and frequent interruptions.

**Emotional effort**

- To be able to manage potentially stressful, upsetting or emotional situations with empathy.

**Other**

- The post-holder must comply with all RCHT Policies and Procedures.
- The post-holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in RCHT premises.
- This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post holder will undertake any other duties which may be required from time to time.
- If it is thought that you have breached your code of professional conduct and/or the Managers Code of Professional Conduct, the matter will be investigated in line with the disciplinary policy as a matter of personal misconduct. Where there appears to be a case to answer a disciplinary hearing will take place. At any stage of the process the Trust may refer the matter to your professional registering body for their consideration under their own registration review procedures.
- The majority of hours worked will be during core office hours. The Royal Cornwall Hospitals Trust is working towards seven day working and there may be a requirement for the post holder to work some of their hours over bank holidays, evenings, or weekends.

**THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER**

**5. JOB DESCRIPTION AGREEMENT**

Job holder's Signature:

Date:

Head of  
Department Signature:

Date:

Title:

Please note:  
Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. A provisional offer of employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

**The Royal Cornwall Hospitals Trust is a non-smoking organisation. Smoking will not be permitted on any of the sites by staff in trust uniform and/or wearing a trust identification badge in any location, in vehicles owned or leased by the Trust or in the homes (including gardens) of any patients visited at home.**

## Person Specification for the Post of: Specialist SLT (Critical Care) – Band 6

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

ATTRIBUTES	REQUIREMENTS		METHOD OF ASSESSMENT
	ESSENTIAL	DESIRABLE	
QUALIFICATIONS	<p>Degree in Speech &amp; Language Therapy or equivalent</p> <p>Registered with HCPC.</p> <p>Post-graduate Dysphagia qualification or equivalent experience</p> <p>Demonstrable commitment to CPD.</p> <p>Professional qualification taken in English language or IELTS qualification.</p>	<p>Membership of relevant CENs</p> <p>Counselling qualification.</p>	<p>Interview</p> <p>Application form</p> <p>Portfolio</p> <p>References</p>
EXPERIENCE	<p>A wide range of post registration Speech and Language Therapy experience including significant delivery of services for complex inpatients</p> <p>Knowledge of key characteristics leading to a specialist differential diagnosis of critical care and critical illness presentations around swallowing and communication</p> <p>Good understanding of relevant clinical guidelines</p> <p>Experience of working in an acute, hospital based setting, including working within an MDT</p> <p>Presentations to a range of groups</p> <p>Teaching/training of staff or students</p> <p>Supervision of more junior staff, assistants and/students</p> <p>Active participation in an audit or project work</p> <p>Computer literate, to include working knowledge of Microsoft Office</p>	<p>Experience working with tracheostomy incl. dysphagia and communication</p> <p>Experience of carrying out videofluoroscopic evaluation of swallowing</p>	<p>Interview</p> <p>Application form</p> <p>Portfolio</p> <p>References</p>
PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)	<p>Able to work autonomously and use initiative</p> <p>Evidence of specialist clinical skills</p> <p>Effective clinical reasoning skills</p> <p>Ability to reflect on and appraise own practice</p>		<p>Interview</p> <p>Application form</p> <p>Portfolio</p> <p>References</p>

	<p>Effective verbal communication skills with a range of patients and healthcare professionals regarding complex and sensitive issues.</p> <p>Effective written communication skills</p> <p>Good presentation skills</p> <p>Able to manage clinical caseload and prioritise effectively</p> <p>Ability to work effectively within different teams both multi and uni-disciplinary</p> <p>Ability to manage own time &amp; meet deadlines</p> <p>Ability to be proactive in service development</p> <p>Ability to critically evaluate current research &amp; apply to own practice</p> <p>Knowledge and application of principles of evidence based practice</p> <p>Knowledge of the use of instrumental assessment</p> <p>Skills in differential diagnosis in communication and swallowing disorders in adults with acquired disorders</p>		
DISPOSITION/ ADJUSTMENT/ ATTITUDE	<p>Strong interpersonal skills, including assertiveness</p> <p>Ability to demonstrate care and compassion.</p> <p>Positive attitude to change; able to facilitate change within teams</p> <p>Self-motivated and able to motivate others</p>		<p>Interview Application form Portfolio References</p>
TRAINING	<p>Actively participate in, and record, CPD activities and in-service training.</p> <p>Mandatory training</p>		<p>Interview Application form Portfolio References</p>
ADDITIONAL CIRCUMSTANCES	<p>A Disclosure and Barring Service check satisfactory to the organisation.</p> <p>Ability to undertake duties</p> <p>Post-holder must comply with professional code of conduct and/or code of conduct for NHS managers where applicable.</p>		