

Senior Speech and language therapist



...we are caring and compassionate

...we deliver quality and value

...we work in partnership



Name:
Job title: Senior Speech and Language Therapist
Team: Speech and language therapist stroke service
Business unit: Specialist services
Reports to: Specialist speech and language therapist stroke
Accountable to: Head of stroke services
Band: 6
Location: Ambley Green (stroke pathway)
Last updated:

Job purpose

1. To assess, diagnose, treat and manage own specialist caseload of clients and maintains associated records as a specialist member of the Speech & Language Therapy Service and Stroke Services.
2. To work with colleagues in an Interdisciplinary way for the benefit of stroke patients and the service, towards key service and National objectives.
3. To train and support the carers of clients and participate in appropriate specialist training to other colleagues.
4. To advise and provide clinical support to other therapists/staff on Speech and Language Therapy issues.
5. To supervise the work of assistants, technical instructors, students and other staff working with the postholder.
6. To provide specialist intervention and evaluate outcomes

1. Communication and relationship skills

- a) To work alongside other Speech & Language Therapy colleagues providing support and professional exchange of ideas and experience.
- b) To attend appropriate meetings within Stroke Services & when appropriate, Adult Speech & Language Therapy Service.
- c) To liaise with the Lead Stroke Speech and Language therapist and manager of Stroke Services
- d) To liaise with the area team lead clinician regarding day to day management of with in Stroke Services
- e) To liaise with the appropriate acute Speech & Language Therapists at Medway Maritime Hospital regarding day to day management of the acute caseload
- f) To contribute to specialist clinical teams by discussing own and others input around clients needs ensuring a well co-ordinated care plan
- g) To communicate complex condition related information from assessment to clients, carers, families and members of the multidisciplinary team/other professions
- h) To communicate condition related information to clients who have communication problems themselves requiring tact or persuasive skills
- i) To work closely with clients, carers and families, agreeing decision making relevant to the client management
- j) To demonstrate empathy with clients, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understand exist
- k) To demonstrate skills in motivating clients and carers to engage in the therapeutic process

- l) To demonstrate negotiation skills in the management of conflict across a range of situations
- m) To deal with initial complaints sensitively and to process according to organisational policy
- n) To form productive relationships with others who may be under stress and/or have challenging communication difficulties
- o) To employ excellent verbal and written communication skills
- p) To represent the Speech & Language Therapy within Stroke Services.
- q) To be aware of, adhere to and implement Service and Team plans and policies including integrated/multi-agency working
- r) To provide specialist advice to other parties as appropriate
- s) To explain the role of Speech & Language Therapy in work settings

Internal

Patients, Relatives and Carers

Referrers

Medical and Nursing Colleagues

Discharge Co-ordinator

AHP colleagues

SCART

Stroke Services

Head and Members of the Adult Speech and Language therapy Team

Speech and Language therapy peers in Medway

External

Royal College of SLT and Special Interest Groups

Colleagues in Medway NHS Trust and therapy Teams

Colleagues in Intermediate Care Teams and Social Care

AHP colleagues in referring/receiving hospitals

Equipment Services: CELS, Wheelchairs, Prosthetics, Orthotics.

2. Knowledge, training and experience

- a) Recognised Speech & Language Therapy degree qualification or equivalent
- b) Registered members of Royal College of Speech & Language Therapist
- c) Health Professions Council – licence to practice
- d) Evidence of successful completion of specialist short courses including acquired adult neurology and stroke
- e) Experience of wide range of clinical settings and communication difficulties
- f) Relevant experience in acquired neurological difficulties including stroke
- g) Excellent interpersonal skills – including observation, listening and empathy skills
- h) Negotiation and problem solving skills
- i) Demonstrates good analytical and reflection skills
- j) Well developed concentration skills
- k) Good organisational skills and prioritisation skills
- l) Experience of giving training and presentations
- m) Highly developed auditory discrimination skills and ability to transcribe speech phonetically
- n) Well established specialist knowledge of assessment tools and therapy management techniques underpinned by evidence based practice that are relevant to communication and swallowing problems in stroke

- o) Well established knowledge of national policies and procedures relevant to adults and stroke (including vulnerable adults and Mental Capacity Act)
- p) Understanding of the roles of other professionals
- q) Knowledge of standards of record keeping
- r) To have experience of working independently as well as part of a team
- s) To identify personal and professional development evidence by a personal development plan as part of the appraisal process
- t) To maintain professional standards by attending appropriate training including specialist short courses and development relating to the clinical specialism to maintain up to date HPC and RCSLT registration
- u) To demonstrate knowledge of and adherence to RCSLT Professional Clinical guidelines and standard as set out in Communicating Quality 3 and HPC
- v) To demonstrate a working knowledge of the principals of clinical governance/audit and their application to professional practice.
- w) To keep up to date with new techniques and developments for the promotion and maintenance of evidenced based practice in specialist clinical field

3. Analytical and judgement skills

- a) To analyse complex information regarding client care and compare a range of options for intervention
- b) To refer on to other specialist services as appropriate
- c) To make appropriate clinical decisions following specialist assessment, including recognising potential breakdown
- d) To make a differential diagnosis on the basis of evidence from specialist assessment
- e) To demonstrate the ability to reflect on practice with peers/clinical supervisor
- f) To identify training needs within the team
- g) To demonstrate that ability to reflect on and evaluate training provided

4. Planning and organisational skills

- a) To manage and priorities own specialist caseload independently
- b) To manage and prioritise own workload
- c) To participate in the development and delivery of specialist training of other professional groups and carers

5. Physical skills

- a) To demonstrate the ability to reflect on auditory, visual and kinaesthetic aspects of the clients communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness
- b) To use highly developed auditory discrimination skills and ability to transcribe speech phonetically
- c) To demonstrate precise physical skills in carrying out oral facial tract examinations, cervical auscultation and the use of augmentative and alternative communication devices where appropriate

- d) To work in an interdisciplinary way to provide comprehensive assessment of patients with a wide variety of presentations and conditions; using clinical reasoning skills and assessment techniques to formulate individualised treatment plans and programmes.

6. Responsibility for patient / client care

- a) To provide specialist differential diagnosis, clinical advice and care plans/therapy to clients with communication and/or swallowing problems in the specialist area of stroke implementing specialist programmes as a specialist member of the Speech & Language Therapy and Stroke Services teams
- b) To demonstrate clinical effectiveness by use of evidence based practice and outcome measurers
- c) To determine the clinical need for videofluoroscopy and/or FEES (Fibre Endoscopic Evaluation of Swallowing) assessment for clients and assist in the assessment and analysis to devise an appropriate management plan
- d) To be responsible for devising and delivering a specialist package of care (including the use of tracheal suctioning where appropriate) which is appropriate to the client group and the individual client circumstances based on best practice integrating psychosocial, physical, emotional, cultural, linguistic and environmental factors within an holistic patient centred approach
- e) To ensure that clients and carers are involved in the planning and implementation of their specialist care plans
- f) To advise and liaise with carers and other agencies regarding the management and care of the client with communication and/or feeding and swallowing difficulties
- g) To monitor blood pressure in clients on the Stroke Services caseload
- h) To refer on to other specialist services if required

7. Responsibility for policy and service development implementation

- a) To participate in the development of local clinical guidelines informed by evidence of clinical specialism
- b) To use specialist knowledge to inform service/policy developments within own specialist area
- c) To contribute to interagency/multidisciplinary team building

8. Responsibilities for financial and physical resources

- a) To monitor and request equipment within each location
- b) To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loans to clients
- c) To ensure the safe use of any equipment by clients/carers

9. Responsibilities for human resources (HR)

- a) To provide Preceptorship for newly qualified Speech & Language Therapists in Adult Team
- b) To liaise with and work alongside care staff, support staff, assistants and volunteers
- c) To direct and supervise the work of Stroke Rehabilitation Assistants
- d) To provide specialist advice to other parties as appropriate

- e) To provide and supervise full placements for Speech & Language Therapy students and prospective Speech & Language Therapy students
- f) To participate in the organisational wide appraisal process
- g) To provide and supervise the Adult Speech & Language Therapy post graduate Dysphagia Training Programme

10. Responsibilities for information resources

- a) To undertake general administrative and client related administrative tasks in line with Stroke Services operational policies
- b) To maintain client records in accordance with RCSLT professional standards and local organisational operational policies and quality standards
- c) To provide accurate statistical information as required
- d) To produce reports reflecting specialist knowledge regarding clients needs and devise care plans
- e) To share specialist and complex information with others observing data protection guidelines

11. Responsibilities for Research and Development

- a) To participate in clinical governance and audit projects within local services
- b) To participate in the collection of research data as required
- c) To participate in and develop innovations in areas of risk management, quality standards and clinical effectiveness
- d) To ensure that the views of service users and carers are regularly sought to influence the planning and delivery of services

12. Freedom to act

- a) To be accountable for own professional action and recognise own professional boundaries
- b) To demonstrate knowledge of and adherence to RCSLT Professional Clinical Guidelines and to abide by the Code of Professional Practice as set out by the Health Professionals Council
- c) To manage and prioritise own specialist caseload independently
- d) To maintain professional standards by engaging in appropriate training and development for own specialist field to maintain up to date HPC and RCSLT registration

13. Physical effort (refer to effort factor questionnaire)

Sitting and/or standing in restrictive positions whiles assessing clients and/or delivering therapy
Working with clients who have complex physical limitations thereby requiring specialist handling skills and the ability to use hoists (training will be provided).

14. Mental effort (refer to effort factor questionnaire)

Intense concentration required for assessment and treatment of client who may have significant difficulties expressing themselves and/or comprehending language
Frequent periods of sustained concentration required

Areas of the role which require emotional effort and the nature, level, frequency and duration demands of the emotional effort required

15. Emotional Effort (refer to effort factor questionnaire attached)

The nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions (eg inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable.

Physical effort

This factor measures the physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. It takes account of any circumstances that may affect the degree of effort required, such as working in an awkward position or confined space. Please tick the appropriate box in the table below.

Job requirements	Yes / no	Average number of shifts per week	Average number of times per shift	Average duration of each occurrence	Average weight lifted
Standing / walking for substantial periods of time?	Yes	5	4-8	45 mins per therapy session	
Standing / sitting with limited scope for movement for long periods?	Yes	5	4-8	Varies depended on location	
Making repetitive movements?	Yes	5	constant	5-10 mins	
Inputting at a keyboard?	Yes	5	1-2	30 mins daily min	
Kneeling, crouching, twisting, bending or stretching?	Yes	5	constant	5-10	
Climbing or crawling?	Yes	5	1-2	5-10	
Working in physically cramped conditions?	Yes	5	1-2	30mins dependent on location	
Working at heights?	No				
Pushing / pulling trolleys or similar?	Yes	5	1-2	5-10	
Running?	No				
Cleaning / pot washing?	No				
Lifting weights / equipment with mechanical aids?	Yes	5	1-2	5-10	
Lifting weights / equipment without mechanical aids?	Yes	5	1-2	5-10	
Manual digging?	No				
Other? (please specify)					

Mental effort

This factor measures the mental effort (concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines) required for the job. Please tick the appropriate box in the table below and describe the level of alertness / concentration required when undertaking certain activities. Please note that the periods of time in the table refer to continuous periods of concentration.

Job requirement	Average duration	How often per day / shift?	Are there interruptions?	If yes, do they require you to change what you are doing?
Check documents	10-15 mins	5-8	Yes	Occasionally
Carry out calculations	10-15 mins	1-2		
Analyse statistics	Variable	occasionally		
Operate equipment / machinery	Yes	Daily		
Drive a vehicle	Yes	Daily		
Carry out screening tests / microscope work				
Carry out clinical / therapeutic / social care / diagnoses / assessments	45-60 mins	Frequent	Yes	Occasionally
Attend meetings (please describe role)	60	120 mins	1-2 week	No
Prepare detailed reports	15-30 mins	1-2 week	Yes	Occasionally
Carry out formal student / trainee assessments	No			
Undergo cross examination in court	Possibly	Variable		
Carry out clinical, therapeutic or social care interventions / treatment	20-30 mins	Frequently	Yes	Occasionally
Carry out non-clinical fault finding				
Other (please specify)				

Is the pattern of this work predictable in nature? Yes? No?

If no, please describe below, including examples of activities / responsibilities that make it unpredictable.

Emotional effort

This factor measures the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. Please complete the table below, indicating whether you carry out the activities listed as examples.

Examples	Number of occasions per week / month / year
Giving unwelcome news to patients / clients / carers / staff	1-2 week
Processing, eg typing / transmitting, news of highly distressing events	Nil
Providing a service for distressed / angry patients / clients	2-3 x daiy
Dealing with difficult situations / circumstances	1-2 week
Designated to provide emotional support to front line staff	Weekly
Providing a care or therapy service to emotionally demanding patients / clients	Daily
Caring for the terminally ill	Weekly
Communicating life changing events to patients / clients	Weekly
Dealing with people with challenging behaviour	Monthly
Arriving at the scene of a serious incident	possibly
Other (please specify)	

Working conditions

This factor measures the demands arising from inevitably adverse environmental conditions (such as extreme heat / cold, smells, noise, fumes) and hazards, which are unavoidable (even with the strictest health and safety controls), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers).

Please describe where you work and state percentage of time in each area below:

Please complete the table below concerning the conditions in which you are required to work or illness /injury to which you are exposed.

Are you require to work in, directly with or exposed to:	Yes / no	Frequency per week / month / year
Driving / being driven in normal situations (excluding driving to work)?	Yes	Monthly
Driving / being driven in emergency situations?	No	
Inclement weather?	No	
Use of VDU more or less continuously?	No	
Excessive temperatures?	No	
Unpleasant smells / odours?	Yes	Daily
Excessive noise and / or vibration?	No	
Dust / dirt?	Yes	Daily
Humidity?	No	
Exposure to dangerous chemicals / substances in containers?	No	
Exposure to aggressive verbal behaviour where there is no or little support?	Yes	Occasionally
Unpleasant substances / non-household waste?	No	
Noxious fumes?	No	
Infectious material / foul linen?	No	
Fleas or lice?	yes	Yearly
Body fluids, faeces, vomit?	Yes	weekly
Exposure to dangerous chemicals / substances not in containers?	No	
Other (please specify)		

Corporate accountabilities

Equality and diversity

The post holder will comply with all policies and procedures designed to ensure equality and diversity of employment and services across the organisation.

Standards of professional and business conduct

The postholder will be required to comply with the organisation's standing orders and standing financial Instructions, and at all times deal honestly with the organisation, with colleagues and all those who have dealings with the organisation, including patients, relatives and suppliers. The postholder will also be required to comply with the Code of Conduct for NHS Managers and / or the relevant professional codes of conduct.

NHS values

All staff must be committed to abiding by the NHS values and our organisational values; open and truthful in all their dealings with patients and the public, being caring and compassionate, working in partnership and delivering quality and value. Organisational and personal interests must never be allowed to outweigh these.

Control of infection

All staff whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008. Code of Practice for the prevention and control of infections and related guidance. Therefore the postholder is expected to keep patients, visitors, themselves and other staff safe by continuously reducing the risk of healthcare associated infections.

Risk management and health and safety

The postholder will ensure compliance with the organisation's risk management policies and procedures. These describe the organisation's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk. The postholder will be required to observe local health and safety arrangements and take reasonable care of him / herself and persons that may be affected by his / her work.

Governance standards

Comply with the relevant governance standards applicable to the organisation as communicated to the postholder from time to time

Confidentiality

To respect the confidence of patients, clients and their carers relating to their condition, their family and their financial and other circumstances and not to disclose any such information to others who are not authorised to have it, either within or outside the organisation. To abide by the organisation's code of conduct and Caldicott requirements in confidentiality at all times.

Records management

To maintain organisation and patient records (both paper and electronic) in accordance with organisation policies to facilitate clinical care and effective administration.

Freedom of Information

To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with organisation Freedom of Information procedures.

Data protection

To comply with organisation's policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information.

Security

To comply with organisation policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.

Safeguarding and protecting children and vulnerable adults

All staff must be familiar with and adhere to Medway Community Healthcare Safeguarding Policies, procedures and guidelines for both children and vulnerable adults. This must be in conjunction with the Kent and Medway Safeguarding Children Procedures and Kent and Medway Safeguarding Vulnerable Adults Multi-Agency Policy, protocols and guidelines. All staff are required to attend mandatory safeguarding children and vulnerable adults training and updating relevant to their position and role.

Person specification

Criteria	Essential	Desirable
Qualifications	<p>Recognised Speech & Language Therapy qualification or equivalent</p> <p>HPC Licence to Practice</p> <p>Registered member of RCSLT</p> <p>Evidence of successful completion of specialist short courses, especially in Stroke</p> <p>Successful completion of Postgraduate training in Dysphagia</p>	<p>Member of special interest group</p>
Experience	<p>Postgraduate experience of working with a wide range of communication and swallowing difficulties including stroke</p> <p>Postgraduate experience of working in acute and communicating settings</p> <p>Experience of working in a multidisciplinary team</p>	<p>Experience of working with acute stroke and/or a multidisciplinary stroke team</p> <p>Experience/knowledge about working in an interdisciplinary team where role blurring occurs.</p>
Special knowledge / expertise	<p>Highly developed auditory discrimination skills and ability to transcribe speech phonetically</p> <p>Well established knowledge of assessment tools relevant to the client group</p> <p>Well established knowledge of national policies and procedures relevant to the client group</p> <p>Well established knowledge of range of appropriate therapeutic intervention relevant to client group</p> <p>Well developed knowledge of standards of record keeping</p>	
Disposition, adjustment, attitude and commitment	<p>Ability to work independently as well as being an excellent team player.</p> <p>Strategies to deal with stress</p> <p>Flexible approach to work practice, willing to work in an interdisciplinary model carrying out tasks that are not traditionally seen as part of the SLT role.</p>	<p>Experience of audit</p>
Practical / intellectual skills	<p>Excellent interpersonal skills</p> <p>Negotiation and problem solving skills</p> <p>Good analytical and reflection skills</p> <p>Well developed concentration skills</p> <p>Good presentation skills both written and verbal</p> <p>Good organisational skills</p> <p>Prioritisation skills</p> <p>Awareness of principles of clinical governance/audit</p>	<p>Proficient use of computer packages such as word, excel, publisher</p> <p>Car driver</p>

	Keyboard skills Able to travel to dispersed sites in a timely manner	
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