

THERAPY, DIETETIC and MOBILITY SERVICES

JOB DESCRIPTION

JOB TITLE:	Community Team Leader - Adult Speech and Language Therapy
BAND:	Band 7
HOURS:	22.5 (0.6 WTE)
LOCATION:	Airedale General Hospital/Community bases
MANAGERIALLY ACCOUNTABLE TO:	Therapy Service Manager – Adult SALT and Specialist Rehabilitation Services
PROFESSIONALLY ACCOUNTABLE TO:	Professional Lead for Speech and Language Therapy

KEY WORKING RELATIONSHIPS:

Speech and Language Therapy
Occupational Therapy
Physiotherapy
Dietetics
Nursing and medical teams
Nursing homes
Stroke therapy teams: Bradford and Airedale (acute and community).
Social services
Critical Care team
Radiology

Service Description

The Adult Speech and Language Therapy Team provide assessment and treatment for people who have acquired and long-term conditions. The team work on the acute wards within Airedale General Hospital and in Community settings. The post holder will work as part of the Community Speech and Language Therapy Team and lead the planning and implementation of a range of therapeutic activities with patients, to assess and improve communication, swallowing and functional skills.

The Adult Speech and Language Therapy service provide input into the Integrated Stroke Pathway. The Integrated Stroke Pathway operates across Bradford and Airedale with each having an acute and community therapy team. The team consists of therapy assistants and assistant practitioners, occupational therapists, physiotherapists and speech and language therapists. The team also work closely with dietitians and psychologists and the wider MDT.

Job Summary

To lead the coordination and provision of a high quality, evidence based Community SALT service in the Airedale, Wharfedale and Craven localities. To work effectively as part of an established team to provide highly specialist assessment, therapy, advice and support to adults with a range of swallowing and communication disorders in a variety of community settings.

- Be responsible for planning, coordinating, delivering and evaluating clinical case work for complex acquired communication and swallowing disorders across the locality.
- To take a lead on effective management of patient pathways for community Speech and Language Therapy
- To provide line management for a team of Speech and Language Therapists, Therapy Assistants and Practitioners
- The post-holder will promote the safety, maintenance and optimum role of physical resources at all times within the designated area.
- To work collaboratively with the Inpatient SALT team in order to develop the adult Speech and Language Therapy service.
- To work as part of the MDT ensuring that decisions regarding assessment and management of communication and / or eating and drinking are communicated in a timely manner.
- To work autonomously according to standards of professional practice as set out by the Health and Care Professions Council and the Royal College of Speech and Language Therapists
- To provide evidence-based, highly specialist Speech and Language knowledge and skills in the community setting
- Provide a key role in partnership working with patients, carers, the MDT, and wider statutory, private and voluntary sector services.
- To take responsibility for effective functioning of the Community Speech and Language Therapy team.
- To take a lead with quality improvements in acute Speech and Language Therapy including implementation of national guidance from RCSLT.
- Provide advice, training and supervision of Speech and Language Therapists, assistants and students within and external to the Trust.
- Provide support to operational and service managers deputising for them as required

In pursuing these duties, the post holder will ensure compliance with the NHS Constitution and the Trust's Right Care strategy.

Principle Duties and Responsibilities:

1. Clinical

- 1.1. Ensure the team provides a timely and efficient clinical service to patients with reference to service priorities and responding to the changing needs of the team and the service.
- 1.2 Ensure that all patients receive a high standard of clinical care from the team and that all team members meet the standards expected from their professional body.
- 1.3 Use investigative and analytical skills to undertake a comprehensive assessment of the patient. Formulate individual management and treatment plans, using clinical reasoning and a wide range of treatment skills.
- 1.4 Monitor and evaluate the outcome of highly specialist interventions in partnership with the service user if possible, with the carer if necessary and in consultation with colleagues.
- 1.5 Collaborate with the MDT to develop and improve patient pathways.
- 1.6 Respond to unforeseen situations that take precedence over planned work.
- 1.7 Provide expert advice, teaching and instruction for relatives, carers, and other health professionals to promote understanding of the aims of inpatient Speech and Language Therapy and to ensure a consistent approach to patient care.
- 1.8 Provide highly specialist advice to Therapy and Dietetic colleagues working within other clinical areas across the Trust and in the community.
- 1.9 Train and supervise junior therapists, assistants and students. This will include the use of formal appraisal documentation.
- 1.10 Use highly developed communication skills to establish good working relationships with colleagues, service users and carers.
- 1.11 Use verbal and non-verbal communication skills and sensitivity with patients, relatives and carers to overcome barriers to communication e.g. loss of hearing, altered perception, expressive and receptive dysphasia, pain, anxiety, tracheotomy, problems with cognition.
- 1.12 Deal effectively with complex, sensitive or contentious communications

2. Leadership and Management

- 2.1 Organise and manage staff for community SALT as agreed with the service managers. This will include informal management of absence and discipline and facilitation of regular team meetings.
- 2.2 Have an overview of the team's clinical capacity and demand: Ensure protocols are followed, there is adequate cover across working hours and that all team members have an appropriate balance of clinical and professional activities.

- 2.3 Recognise and respond to changing team priorities and unforeseen situations that take precedence over planned work.
- 2.4 Contribute to the planning and development of the Adult Speech and Language Therapy team in partnership with the operational managers and other Team Leaders.
- 2.5 Take responsibility for all delegated tasks and service development activities.
- 2.6 Communicate effectively within the immediate team, MDT and with other internal and external organisations e.g. Community Stroke Team, Care homes and hospices.
- 2.7 Plan, deliver and evaluate appropriate clinical training to others inside and outside the organisation e.g. sip test and swallow awareness training, input for the medical student training programme.
- 2.8 Ensure equipment is maintained and stored in adherence with to relevant policies and maintain own and team's competencies to use equipment within Adult Speech and Language Therapy
- 2.9 Develop and amend Adult Speech and Language Therapy protocols policies and procedures designed to improve patient care and experience and ensure that the team implements any changes to practice.
- 2.10 Adhere to health and safety policies and procedures and they are followed by all team members.
- 2.11 Report, investigate and feedback learning from incidents and near misses using the incident reporting systems.
- 2.12 Collect, monitor and evaluate data and statistics for the team and service.
- 2.13 Ensure all team members participate in supervision and annual development review processes.
- 2.14 Take a lead in the recruitment of staff in Inpatient Speech and Language Therapy in collaboration with service managers.
- 2.15 Have an awareness of team budgets and work with operational manager on cost efficiencies
- 2.16 Deputise for the service manager as required.
- 2.17 Be prepared to work flexibly in terms of time and workload to meet service needs.

3. Personal and Professional Development

- 3.1 Adhere to the Health and Care Professions Council (HCPC) Standards of Proficiency and Code of Ethics and Professional Conduct stipulated by the Royal College of Speech and Language Therapists and maintain current professional registration.

- 3.2 Maintain own and support team's continuing professional development (CPD) by keeping abreast of new trends and developments, use of reflective practice and incorporating learning into working practice.
- 3.3 Attend and present in-service training sessions at designated times and at staff meetings sharing existing knowledge and skills and feeding back from external courses.
- 3.4 Be a role model for professional behaviours in all aspect of practice.
- 3.5 Ensure own and team compliance with supervision and appraisals standards and maintain a personal professional portfolio.
- 3.6 Support team to participate in relevant internal and external research and quality improvement projects.
- 3.7 Establish links with other clinicians specialising in the care of acute patients through regional and national groups to promote sharing of good practice and evidence-based research.
- 3.8 Facilitate and engage in practice placement education (PPE) and ensure that PPE standards are upheld by all staff.

4. Service Improvement and Governance

- 4.1 Participate in developing and implementing an Adult Speech and Language Therapy Clinical Governance Plan.
- 4.2 Initiate, co-ordinate and supervise regular research and audit of the Adult Speech and Language Therapy service and enable other staff to do the same.
- 4.3 Present the results of research, audit and patient surveys to the wider teams/services within the Trust, CCG, and at appropriate local and national conferences.
- 4.4 Implement recommendations from informal Adult SALT Service research and service evaluations
- 4.5 Keep abreast of new research and clinical developments, and to implement relevant national policy guidance and strategy within the service, Trust and ICB e.g. NICE guidance.
- 4.6 Respond to requests for information and actions in a timely manner.
- 4.7 Participate in risk assessment and reduction and enable staff to report any adverse events.
- 4.8 Investigate incidents, informal comments and formal complaints in conjunction with the Service Manager
- 4.9 Attend the clinical governance meetings for Adult Speech and Language Therapy and contribute to the operational and strategic planning and monitoring of the service.

- 4.10 Assist with the development and implementation of Trust and therapy wide service quality improvements strategies
- 4.11 Ensure accurate, comprehensive and up-to-date documentation is maintained in line with professional, legal and service requirements.
- 4.12 Communicate clinical and personal information confidentially and in an appropriate format and apply the same standards to the team.
- 4.13 Follow Trust and departmental policies and guidelines

5. Professional Registration/Codes of Conduct

Be aware of and comply with the relevant codes of conduct and practice set up by the Health and Care Professions Council (HCPC) and maintain professional registration. Any breach of these codes may lead to action by the Trust independent of any taken by the Health and Care Professions Council.

6. Safeguarding Children & Adults

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults

7. Health & Safety

Be responsible, in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies a healthy and safe environment for relevant clients and patients, employees and trainees, volunteers, visitors and members of the public on our premises, contractors and other people using the Trust's services, and for the provision of the information, training and supervision that is required to achieve this responsibility. This requires you to:

- Comply with any health and safety regulations or trust policies or procedures that affect your area of work.
- Raise matters of non-compliance with your manager or other advisers to reach appropriate solutions.
- Are familiar with the Trust's Health and Safety Policy and your department's Health and Safety Control Book or Manual.

8. Manual Handling

Manoeuvre **light and heavy** goods and equipment and assist people to move, in accordance with manual handling regulations and good practice.

9. Equal Opportunities

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

10. Infection Prevention and Control

Be responsible, in respect to your area of work, for ensuring so far as reasonably practicable and in accordance with Trust policies, that all staff are aware of their

individual responsibilities in regard to infection prevention and control, and for the provision of the information, training and supervision that is required to achieve this responsibility. This requires you to:

- Maintain a safe infection prevention and control environment for yourself and others
- Be familiar with and comply with Trust guidelines, policies and procedures relating to Infection prevention and control
- Raise matters of non-compliance with your manager or other advisers to reach appropriate solutions
- Ensure that infection prevention and control guidelines, policies and procedures are distributed to relevant staff
- Ensure procedures specific to your specialty are in place, in collaboration with the Infection Control Team
- Ensure that infection prevention and control forms part of staff appraisal

11. Mandatory Training

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

12. Information Governance

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility.

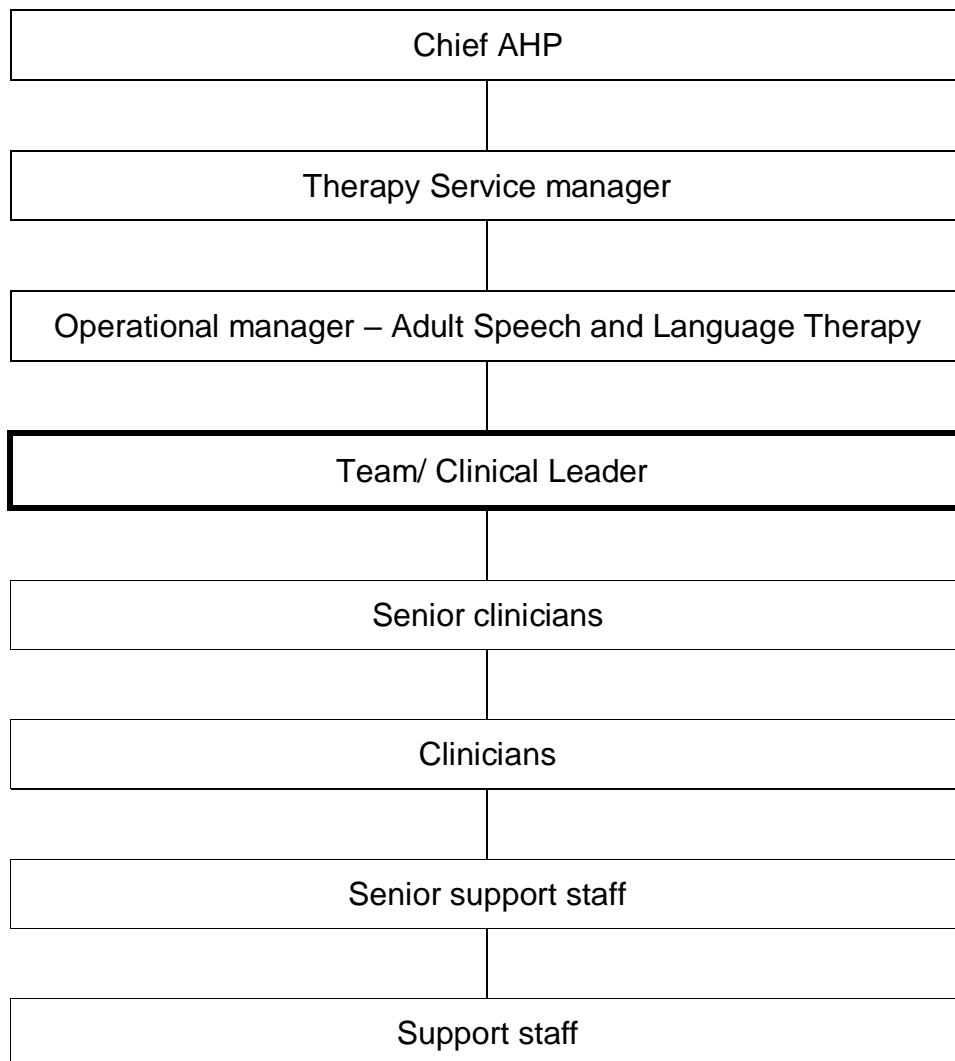
13. Restriction on Smoking

The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements. This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.

ORGANISATIONAL CHART

Managerial Organisational Chart



THERAPY, DIETETIC and MOBILITY SERVICES

PERSON SPECIFICATION

TITLE OF POST	Adult Speech and Language Therapy – Community Tema Leader
BAND	7
DEPARTMENT	Adult Speech and Language Therapy – Therapy Services
LOCATION	Airedale General Hospital

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	<p>Degree or equivalent pre-registration award in Speech and Language Therapy with a certificate to practice recognised by the Royal College of Speech and Language Therapists</p> <p>State registration with the Health Care Professions Council</p> <p>Post graduate Dysphagia qualification</p> <p>Recent post graduate courses relevant to acute inpatient Speech and Language Therapy</p> <p>Completion of course in Professional Practice education</p>	<p>MSc or PhD in a relevant subject</p> <p>Post-graduate Diploma in Advanced Practice</p> <p>Certificate in Managing Health Services or equivalent</p> <p>Successful completion of a Professionally validated specialist course</p> <p>Involvement in relevant Professional Clinical Excellence Network</p> <p>ECDL or formal qualifications in word processing and spreadsheets</p> <p>Recent post graduate courses in Leadership/management</p>	Application form
Experience	Significant post graduate experience including recent experience in the NHS	Recent experience of leadership /management role	Application form/ interview/ references/ CPD portfolio

	<p>Highly specialist knowledge and experience in the diagnosis, treatment and general management of a wide range of swallowing and communication difficulties associated with acquired neurological disorders.</p> <p>High level of knowledge and experience delivering a range of appropriate therapeutic interventions and evidence-based practice.</p> <p>Recent experience of team leadership and management.</p> <p>Experience of multidisciplinary team working</p> <p>Experience of multidisciplinary guideline development, implementation and audit</p> <p>Experience of clinical supervision both as supervisee and supervisor</p> <p>Experience of supervising other staff members and conducting annual reviews</p> <p>Recent experience of student training</p>	<p>Experience of taking part in or leading on Projects/ service improvements</p> <p>Experience of taking part in or leading an audit or research project</p> <p>Experience in dealing with Human Resource issues such as recruitment and retention, performance management, sickness and annual leave</p>	
Knowledge	<p>Highly specialist level of knowledge and clinical reasoning skills to support expert clinical practice in the community setting.</p> <p>Knowledge of the roles of other professionals and the principles of partnership working with key stakeholders in inpatients</p> <p>Knowledge of clinical standards and ability to</p>	<p>Able to demonstrate knowledge of complex and ethical decision making in dysphagia management.</p>	<p>Application form/ interview/ references/ CPD portfolio</p>

	<p>implement and audit these in the team</p> <p>Knowledge of the principles of clinical governance, audit and research</p> <p>Knowledge of the principles of student-centred learning and reflective practice</p>		
Skills	<p>Ability to work as of a part team</p> <p>Competent in core areas and specialist SALT practice</p> <p>Excellent planning and organisational skills and ability to facilitate these skills in others</p> <p>Ability to set objectives for self and team and evaluate achievement of these</p> <p>Excellent communication and coaching skills including observation, listening and motivational interviewing skills</p> <p>Excellent interpersonal skills for developing complex working relationships, expressing opinions constructively, seeking consensus and maintaining networks</p> <p>Highly developed negotiation and problem-solving skills in complex situations and ability to facilitate these skills in others</p> <p>Excellent analytical and reflective skills</p> <p>Excellent presentation skills, both written and</p>	<p>Ability to inspire staff to deliver high quality services</p> <p>Ability to chair meetings and facilitate workshops effectively</p> <p>Ability to adjust management style to suit the situation</p> <p>Ability to use all applications of Microsoft Office</p> <p>Audit and critical appraisal skills</p>	<p>Application form/ interview/ references/ CPD portfolio</p>

	<p>verbal, and ability to adjust style and content as appropriate</p> <p>Ability to work under pressure and meet deadlines</p> <p>Ability to cope with working in a stressful environment, including emotional or aggressive patients and carers</p> <p>Ability to concentrate and work intensely in a busy environment</p>		
Personal Attributes	<p>High degree of self-motivation and initiative</p> <p>High degree of integrity and reliability</p> <p>Approachable, tactful and diplomatic</p> <p>Highly flexible to meet own and service needs and be open to new ideas</p> <p>High degree of energy and enthusiasm</p> <p>Works independently within parameters set by codes of conduct, professional guidelines and policies</p> <p>Actively seeks responsibility, accountability and autonomy</p> <p>Conducts self professionally at all times and able to adapt approach to a range of situations.</p>		Interview/references

Other	<p>Able to fulfil Occupational Health requirements for the post (with reasonable adjustments, if necessary). Including clearance on blood borne viruses, in compliance with Trust Policy</p> <p>To be able tolerate working for periods in full PPE as per national and local infection prevention policies</p> <p>To be a car driver with access to a vehicle.</p>		<p>Employee Health and Well Being Screening, including an Immunisation Assessment</p>
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