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| <b>Job Title</b>      | <b>Specialist Speech and Language Therapist</b>  |
| <b>Band</b>           | <b>AfC Band 6</b>  |
| <b>Responsible to</b> | <b>Speech and Language Therapy Locality Clinical Team Lead via highly specialist Speech and Language Therapist</b> |
| <b>Accountable to</b> | <b>CSU Manager and Clinical lead for SLT services and Divisional Director</b>                                      |
| <b>Base</b>           | <b>Edgware Community Hospital</b>  |

**Job Purpose**

- Be an active member of the clinical team, providing a comprehensive specialist Speech & Language Therapy service to residents of Barnet.
- To be independent with managing both communication and dysphagia caseloads.
- Work within professional standards and clinical guidelines, promote best practice and to undertake all aspects of clinical duties as an autonomous practitioner including assessing and treating own caseload of patients/patients and maintaining professional documentation.
- Build up and maintain key relationships with referring services/ Inpatient Rehabilitation Units/ Learning Disabilities / HEFT Service / Parkinson's / voluntary and third sector organisations and acute stroke services and members of the multidisciplinary team.
- Be responsible for the supervision of junior staff; newly qualified Speech & Language Therapists and Speech & Language Therapy students
- Work in a variety of settings in the community to deliver appropriate treatment including, patients own home and care homes
- Support self and service development through active participation in Continuing Professional Development (CPD) and by participating in any audit or research being undertaken by the service.

The post holder will be responsible for:

- Clinical - Direct
- Clinical – Indirect (Consultative)
- Autonomous Practise and Planning
- Strategic Development/Implementation
- Budgetary Responsibility
- Data Management
- Quality, Research and Audit
- Continuing Professional Development
- Health and Safety

**Key Working Relationships**

To maintain, nurture and support working relationship with all staff working across the North Central Division. Specific responsibilities in relation to Speech & Language Therapy Service, Locality Managers and the Integrated team colleagues of all professions.

**Main Duties and Responsibilities**

Clinical - Direct

- To communicate relevant medical information, assessment details, advice and recommendations across agencies and with patients in compliance with Trust Guidelines for sharing of information and informed consent. These agencies include GP's, Social Services, Healthcare professionals, voluntary agencies, and residential/nursing homes.
- Be responsible for gaining valid, informed consent for assessment, treatment interventions and sharing of information in compliance with legal and professional guidelines. To be able to interpret and follow these guidelines in circumstances where patients do not have capacity to provide informed consent.

- Have specialist working knowledge of clinical guidelines, specific to the area you are working in and, with the guidance of your supervisor, to translate these guidelines into clinical practice.
- To assess the need for, develop and implement Speech and Language Therapy treatment to adults referred to the service with a wide range of speech, language, communication and swallowing difficulties
- Perform uni-professional and multi-professional specialist assessments and re-assessments of treatment programmes using evidence-based practice and in accordance with RCSLT guidelines.
- Following specialist assessment, to use advanced clinical reasoning, analysis, assessment and re-assessment skills and using a patient-centred goal setting approach, to develop and provide individual Speech & Language Therapy treatments and programmes for patients. These treatment techniques may include direct or indirect treatment techniques (dysphasia, dysarthria, dyspraxia, dysphonia, dysfluency, dysphagia using formal and informal specific assessment tools), patient and carer education, home exercise programmes, and other Speech & Language Therapy treatment techniques.
- Demonstrate compassion, empathy and sensitivity towards patients who may have complex communication, speech, language, voice or swallowing difficulties and other physical psychological, psychosocial and social concerns or when delivering unwelcome news around their condition or rehabilitation prognosis.
- Comply with local risk assessments when dealing with complex patients with challenging behavioural needs and high risk environments
- To analyse auditory, visual and kinaesthetic aspects of patient's communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness and safe eating and drinking.
- To carry out specialist oromotor assessment and evaluation of the swallow
- To make appropriate clinical decisions following specialist assessment, using evidence based practice and outcome measures to provide the most effective treatment to patients and their families within clearly defined care plans.
- To adapt practice to meet individual patient's and families' circumstances, including due regard for specific clinical conditions affecting their speech and language and/or cognitive, cultural, religious and linguistic differences.
- To ensure that patients, families and carers are involved in the planning and prioritisation of their care plans wherever possible.
- To motivate patients and families/ carers to engage in the therapeutic process.

#### Clinical – Indirect

- Be responsible for organising and prioritising own caseload to meet service needs and to communicate with your supervisor, team lead and/or manager, if the service needs cannot be met.
- Support the members of the team in the day-to-day operation of the service. This may include answering queries, fielding referrals, contributing to team discussions, responding to patient needs, delegating and supervising appropriate tasks to rehabilitation assistants and administrative staff, communicating with other team members and outside agencies and other operational activities
- Travel to patient's homes taking necessary assessment and treatment equipment as required. Provide appropriate equipment to patients in order to maximise their independence.
- Be responsible for the safe storage and safe moving and handling of Speech & Language Therapy equipment.
- Work closely with other members of the multi-professional team e.g. Occupational Therapists, Dieticians, Podiatrists, Physiotherapists, Nurses, Support Workers, Pharmacists and Care Managers to provide a comprehensive, seamless service aiming to improve and maintain health and wellbeing for patients using the service.
- To form productive relationships with others who may be under stress and/or have challenging communication difficulties.
- To work flexibly as service may require, across all required teams and sites.
- To produce reports regarding patient's needs, reflecting specialist knowledge and summarising proposed care plans.
- To deal with initial complaints sensitively, avoiding escalation where possible.
- Be alert to the needs of vulnerable adults including risk assessment and taking appropriate action when required.

- Identify patients who need support from outside agencies, using clinical reasoning and analysis skills. To liaise with, and to refer patients to these services which include other Healthcare Services, Healthcare Professionals and Voluntary agencies as appropriate.
- Work as a lone practitioner, within the guidelines of the Lone Working Policy, when performing home visits.
- Participate in triaging referrals, as and when required. This will require the use of clinical reasoning skills to identify appropriate referrals to teams within CLCH, prioritising the referrals in accordance with prioritisation criteria.

#### Autonomous Practise and Planning

- To manage and prioritise a specialist caseload/workload independently
- To monitor and evaluate own specialist service delivery and provide progress reports
- To be accountable for own professional actions and recognise own professional boundaries
- To work within defined specialist, departmental and national protocols/policies and professional code of conduct
- To interpret clinical guidelines and adapt to local service needs on the basis of specialist clinical knowledge
- To work independently accessing appraisal within an Individual Performance Framework at pre-determined intervals
- To demonstrate the ability to reflect on practice with peers/clinical supervisor.

#### Strategic Development/Implementation

- To take delegated lead on the development of specific team objectives or projects in liaison with peers
- To advise line manager on issues of service delivery including shortfall, service pressures etc.
- To assume delegated tasks as requested by line manager, including participation in working groups, policy development groups
- To contribute to interagency / multi-disciplinary team building and policy development
- To implement service and designated team plans and policies, particularly in relation to specialist clinical area(s)
- To propose development and/or changes to team policies in relation to own area of clinical specialisation from extensive knowledge of evidence base
- To comment on proposed service/policy developments and their likely implications as appropriate

#### Budgetary Responsibility

- To monitor stock levels in own service area and request new equipment as appropriate
- To be responsible for the security, care and maintenance of equipment ensuring clinical guidelines and standards of infection control and safety are maintained – including equipment loaned to clients
- Supervision, training and Support of others
- To provide regular specialist teaching and training at both undergraduate and post-graduate level within formal and informal settings
- Participate in the multi professional team meetings and actively contribute and chair as required.
  - To provide advice and support to more junior Speech and Language Therapists, assistants and volunteers
  - To co-ordinate support of students from other professional groups as appropriate within section/team
  - To facilitate the development of others problem solving/negotiation skills within peer review/support
  - To provide second opinions to other colleagues who work outside of own areas of specialisation
  - To provide full student placements, including assessment of the placements as appropriate
  - To explain the role of Speech and Language Therapists to other health care professionals, support assistants, visitors, students and volunteers

- To assist in the support of students from other professional groups as appropriate
- To assist with the identification of training needs within the team
- To target training (formal and informal) appropriately to the needs of course participants

### Data Management

- To maintain up to date and accurate case notes in line with Royal College of Speech and Language Therapists and Health Care Professions Council, professional standards and local trust policies
- To share information with others, observing data protection guidelines
- To gather activity data accurately and regularly, ensuring the provision of such information promptly within local Trust standards and guidelines.

### Quality, Research and Audit

- To initiate and undertake Research/Clinical Governance /audit projects within areas of expertise/team
- To represent the team within multi-disciplinary systems of clinical governance within the Trust
- To participate in and develop innovations in areas of risk management, quality standards setting and clinical effectiveness in area of specialisation
- To undertake Clinical Governance /audit projects as part of regular, ongoing audit programme of the team
- To act as link representative for team on Speech and Language Therapy Quality, Research and Audit Group
- To participate in departmental research and clinical governance/audit projects
- To collect and provide research data as required.

### Continuing Professional Development

- To identify personal/professional development evidenced by Personal Development Plan/ Professional Portfolio developed within an appraisal framework
- To participate in Individual Performance Review ensuring that the objectives set reflect the Service and Trust plans, including specific objectives relating the clinical specialism(s)
- Work with clinical, pathway and professional leads to develop and re-design care pathways with other partners and to implement best practice.
- Attend both the Speech & Language Therapy and Multi-professional in-service training programme and to be responsible for teaching of colleagues in this setting on a rotational basis.
  - To reflect on practice with peers and mentors and identify own strengths and development needs
  - To attend relevant training and development in order to maintain and develop skills and knowledge required of a specialist therapist working in the field of education
  - To attend Specialist training, clinical excellence networks, courses/modules appropriate to clinical specialism and relevant to caseload
  - To maintain up to date HCPC and RCSLT registration
  - To adhere to RCSLT Professional and Clinical Standards as well as National and Local Clinical Guidelines
  - To keep up to date with new therapy techniques and developments and a range of clinical specialisms for the promotion and maintenance of good practice
  - To attend relevant meetings and special interest groups
  - To adhere to relevant procedures including: Safeguarding adults and other legal frameworks
  - To work within the framework of Clinical Governance and its application to professional practice
  - To develop and deliver specialist training (formal and informal) to others in area(s) of clinical expertise
  - To provide advice to non-specialists and other specialists/ professionals within clinical field

### Health and Safety

- To have due regard for your own personal safety and that of children/carers, in particular to have regard to moving and handling regulations, restraining policies and ensure the safe positioning of self and others
- To be flexible to the demands of the environment including unpredictable work patterns, deadlines, frequent interruptions and responding to flexible work base requests and requirement for cross-team working
- To work within infection control and health and safety guidelines in order to deal appropriately with unpleasant conditions related to client contact as they arise: for example exposure to body fluids, infectious conditions
- Comply with the Trust's Moving and Handling, Infection Control, Lone Working and Risk Assessment Policies at all times.
- Develop and support a working environment and culture that actively improves health, safety and security.
- To employ appropriate strategies to manage aggressive behaviour within the workplace

This job description gives a general outline of the post and is not intended to be inflexible or a final list of duties. It may therefore be amended from time to time in consultation with the post holder.

**The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the post holder.**

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

| Factors                        | Criteria   | Assessment    |
|--------------------------------|--|---------------|
| <b>Education/Qualification</b> |  |               |
| <b>Essential</b>               | <ul style="list-style-type: none"> <li>• Recognised SLT degree</li> <li>• Registration with Health &amp; Care Professionals Council.</li> <li>• Registered member of RCSLT</li> <li>• DBS clearance</li> <li>• Completion of dysphagia competencies</li> </ul>   | All – AF/IV/C |
| <b>Desirable</b>               | <ul style="list-style-type: none"> <li>• Evidence of relevant post-registration education and training e.g. in Stroke, Supervision</li> <li>• Member of a relevant Clinical Excellence Network</li> </ul>  | All – AF/IV/C |
| <b>Experience</b>              |  |               |
| <b>Essential</b>               | <ul style="list-style-type: none"> <li>• Experience of working in a variety of adult clinical settings within the UK/NHS</li> <li>• Experience of working and liaising with other MDT professionals</li> <li>• Ability to understand complex issues, problem solve and propose solutions</li> <li>• Able to communicate with patients in an empathetic manner regarding their treatment and procedures</li> <li>• Experience of supervising/ managing junior staff and students</li> <li>• Experience working with adults from culturally and linguistically diverse backgrounds</li> <li>• Independent management of dysphagia caseload</li> </ul>  | All - AF/IV   |
| <b>Desirable</b>               | <ul style="list-style-type: none"> <li>• Experience of working with a community SLT service</li> <li>• Experience of establishing competencies and a training programme for junior staff</li> <li>• Experience of working with adults requiring tube feeding</li> <li>• Participation in audit; research projects; service development</li> </ul>  | All - AF/IV   |
| <b>Skills and Knowledge</b>    |  |               |
| <b>Essential</b>               | <ul style="list-style-type: none"> <li>• Excellent interpersonal skills including observation, listening and empathy skills</li> <li>• In-depth knowledge of a range of appropriate therapeutic interventions and evidence of a specialist level of clinical expertise in relevant areas</li> <li>• Good understanding of the principles of clinical governance and audit</li> <li>• Ability to use IT including; PowerPoint, Excel, Word</li> <li>• Excellent presentation skills, both written and verbal</li> <li>• Excellent organisational and prioritisation skills</li> <li>• Highly developed negotiation and problem solving skills</li> <li>• Ability to identify and assess the potential risks involved in work activities and processes for self and others</li> <li>• Ability to listen effectively and provide constructive feedback to patients and colleagues.</li> <li>• Awareness of the management and use of data in the NHS setting</li> </ul> | All - AF/IV   |
| <b>Desirable</b>               | <ul style="list-style-type: none"> <li>• Postgraduate research in a relevant area.</li> </ul>  | All – AF/IV   |
| <b>Key Attributes</b>          |  |               |
| <b>Essential</b>               | <ul style="list-style-type: none"> <li>• Ability to work in a team and be a proactive member and able to engage in change process in the team</li> <li>• Ability to motivate others</li> <li>• Flexible work ethic</li> </ul>  | All – AF/IV   |

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|  | <ul style="list-style-type: none"> <li>• Ability to assume leadership responsibilities</li> <li>• Comfortable addressing difficult issues e.g. limited rehab potential; complex condition-related information to patients' families/carers</li> </ul> |    |
| <b><i>Desirable</i></b>  | <ul style="list-style-type: none"> <li>• Able to demonstrate initiative and innovative approaches towards work.</li> </ul>  | IV |
| <p style="text-align: center;">* Assessment will take place with reference to the following</p> <p style="text-align: center;"><b>AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate</b></p> |   |    |