

JOB DESCRIPTION

All staff uphold and promote our Trust values

Care	<i>We put patients at the heart of everything we do</i>
Respect	<i>We treat people with dignity and respect</i>
Quality	<i>We strive for excellence and effectiveness at all times</i>
Confidence	<i>We do what we say we will do</i>
Improve	<i>We will improve through continuous learning and innovation</i>

Job title: Specialist Speech & Language Therapist

Band: 6

Location / Work Base: Watford General Hospital

Business Unit / Department: Adult Specialist Services, Adult Speech & Language Therapy

Reporting to: Speech & Language Therapy Team Lead

JOB PURPOSE SUMMARY:

- To provide a Speech and Language Therapy service to adults in outpatient, community and inpatient settings who have:
 - acquired communication disorders, and/or
 - speech and/or
 - language disorders, and/or
 - eating, drinking and swallowing disorders
- To work independently to a specialist level of expertise and be accountable for own professional actions.

MAIN DUTIES and RESPONSIBILITIES:

Operational Delivery

- To manage the administration of waiting list procedures in consultation with senior colleagues.
- To determine and carry out appropriate assessments for clients and to evaluate the information gained to make appropriate clinical decisions based on specialist clinical knowledge and including a differential diagnosis.
- To determine, structure and deliver appropriate specialist care plans for intervention including treatment, advice, review, discharge, information exchange and communication

with client, team members and carers following assessment, with reference to best practice using a range of therapy approaches, evidence-based practice and outcome measures.

- To determine where a client's needs are best met by individual and/or group therapy, and to establish/provide/refer on to a group as appropriate.
- To maintain comprehensive and accurate assessment and treatment records for clients in line with the professional standards and local Trust policies.
- To manage suitable transfer of intervention for clients moving to alternate units and who require ongoing intervention by ensuring prompt and comprehensive communication with appropriate teams across Herts or other areas.
- To use specialist skills in demonstrating practical procedures to individual clients and other relevant people.
- To identify and implement core and specialist training for clients, families, multi-disciplinary team members, other professionals, carers and volunteers.
- To assess needs, identify appropriate equipment (including high and low tech communication aids), coordinate trials/purchase of equipment, introduce augmentative communication equipment to the clients and carers and to monitor changing needs for appropriate clients.
- To be responsible for managing a specialist caseload in the context of the service/team.
- To manage the specialist caseload with ongoing evaluation of clinical effectiveness through reflective practice, peer support and supervision from a designated colleague.
- To work independently across multiple locations within the hospital.
- To work with and be available to provide specialist advice to other Speech and Language therapists and assistants in joint consultation.
- To be responsible for and aware of the individual development required of a specialist Speech and Language Therapist and to further develop your knowledge, skills and experience across the diversity of clinical areas, sufficient to meet the variety of presenting needs in the specialist adult caseload.
- To demonstrate commitment to personal development and acquisition of specialist skills and knowledge relating to area of specialism.
- To work as an active member of the Adult Speech and Language Therapy team in Hertfordshire and to contribute specialist clinical expertise to local clinical networks where appropriate.
- To adhere to local and National standards and guidelines relating to Professional Practice (Communicating Quality 3) and maintain registration with the Royal College of Speech and Language Therapists and Health Professions Council.

Patient / Customer Care

- To ensure that where a client is being seen by a multi-disciplinary team/other professionals that the appropriate Speech and Language Therapy interventions are clearly communicated and integrated with all aspects of the client's care.
- To contribute to individual or team discharge planning in discussion with the client and carer/s and to communicate the outcome of intervention to relevant people.
- To adapt specialist care plans to the changing needs of the client integrating the client's goals, changing circumstances and any ongoing assessment information.
- To lead (be key worker) in coordinating delivery of care including discharge planning where clients' needs are best met by a Speech and Language Therapist.
- To initiate and develop links with volunteers and voluntary agencies where this might enhance the provision of an individual care plan and to participate in inter-agency team building.

Service Development and Improvement

- To use specialist knowledge to advise the Service Lead with regard to ongoing service issues and development needs and to contribute to local service plans and developments.
- To participate in service evaluation, local and national audit, research and development, using specialist knowledge and to facilitate and work for continuous service improvement.
- To participate in developing innovations in areas of risk management, quality standard setting and clinical effectiveness and to incorporate these into practice.

Management and Leadership

- To provide clinical supervision/support for junior Speech and Language Therapy colleagues, Rehabilitation/Speech and Language Therapy assistants and Administrative and Clerical staff.
- To coordinate and deliver a tutorial training programme for the clinical development of newly qualified members of staff.
- To plan and participate in the provision of observation and experiential clinical placements for student Speech and Language Therapists including exam placements.
- To contribute to and provide specialist in-service training to other speech and language therapists, other professionals and students, via presentations, talks and career evenings on topics related to communication and/or swallowing difficulties and therapy.
- To be responsible for monitoring, organising, using and maintaining relevant equipment for individual outpatient clients and the service in line with standards for safety and infection control.

Communication and Relationship Building

- Provides & receives complex & sensitive information, some of which may be contentious (e.g. the safety of swallow, long – term / permanent nil – by – mouth status)

- To fully consult with and negotiate with the client with regard to all aspects of intervention and with due regard for their goals, cultural and linguistic background, and where appropriate to include carers and/or families.
- To communicate frequently complex condition-related information from assessment results, differential diagnosis and care plans to the client, carers, families, multi-disciplinary team members and/or other professionals as appropriate both verbally and in writing and to ensure it is understood.
- To deal sensitively and with empathy with clients who have high levels of anxiety and/or aggression caused by pain/illness/communication difficulty and/or dementia.
- To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve this.
- To employ counselling skills with clients and carers where appropriate.
- To develop skills to motivate clients and/or carers to engage in the therapeutic process.
- To frequently explain complex information in the form of letters and reports in line with professional and local Trust standards as appropriate.

Finance and Resource Management

- To identify any equipment needs to the SLT Team Lead/Service Lead and to order as advised.

Information Management

- To comply with the data and statistical needs of the service, responding in a timely and accurate manner and to collate specific statistics for the service as required.

General

EFFORT, PHYSICAL SKILLS and WORKING CONDITIONS:

Physical skills	<ul style="list-style-type: none"> • Advanced auditory skills required for identifying speech & language defects & interpretation of swallow sounds via stethoscope during cervical auscultation • Manual dexterity required for the manipulation of a stethoscope during laryngeal palpation/ skilled feeding
Physical effort	<ul style="list-style-type: none"> • Bedside swallowing assessment of patients with severe physical difficulties requires frequent sitting/standing in a restricted position for a substantial proportion of working time. • Ability to move equipment from one location to another safely & access a wide range of premises. • Operate safely within manual handling guidelines for all

	<p>client age groups</p> <ul style="list-style-type: none"> • Ability to react swiftly to protect the safety and meet the needs and actions of all age ranges.
Mental effort	<ul style="list-style-type: none"> • Rapidly changing nature of case – load requirements necessitates frequent reorganisation of work – schedule, often on a daily basis. Flexible timetabling of interventions is required in conjunction with other competing therapies: SLT programmes have to be integrated with other multidisciplinary team member’s timetables • Assessment of specialist case – load requires analysis of many complex components some of which may be conflicting, in order to diagnose language processing, cognitive & speech deficits, & their relative contribution to communication disorder. • To be responsible for managing and prioritising own time independently in order to carry out clinically related administrative duties, relevant to the caseload and operation of the department.
Emotional effort	<ul style="list-style-type: none"> • Uses diplomatic skills to diffuse potentially difficult situations. • Able to manage cases professionally without excessive personal emotional involvement, including working with newly diagnosed terminally ill patients. Occasional exposure to highly distressing, highly emotional circumstances. • Able to manage appropriately emotionally distressed clients and carers e.g. verbal aggression, clinical depression
Working conditions	<ul style="list-style-type: none"> • Manages frequent exposure to unpleasant working conditions such as bodily fluids, drooling, suctioned secretions, infections, & poor oral / body hygiene, in accordance with infection control policies. • Occasional exposure to highly unpleasant conditions

Supplementary Information:

Equality and Diversity

The Trust is committed to eliminate racism, sexism and forms of discrimination. The Trust will not discriminate on grounds of age, colour, disability, ethnic origin, gender, gender reassignment, culture, health status, marital status, social or economic status, nationality or national origins, race, religious beliefs, or non beliefs, responsibility for dependants, sexuality, trade union membership or hours of work.

It is required of all employees to uphold this policy in the course of their employment with the Trust and whilst undertaking their duties.

Mobility / Flexibility

The normal place of work for the post is as stated above, but as a term of employment post holders may be required to work from any of the Trust's establishments.

Health and Safety at Work

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

Infection Control

Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practice and infection control policies.

Data Protection and Confidentiality

Employees must maintain confidentiality when dealing with sensitive material and information and be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and individual may be prosecuted. Disciplinary action will be taken for any breach.

No Smoking Policy

The Trust operates a smoke free policy which means that smoking is not allowed anywhere on Trust sites including buildings, car parks and entrances.

Safeguarding

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines, all of which can be found on the Trust's intranet.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other duties and responsibilities commensurate with the grade. Any changes to this job description to take account of changing service needs will be made in discussion with the post holder.