

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Highly Specialist Speech and Language Therapist in Criminal Justice Liaison and Diversion</b>
<b>PAY BAND:</b>	Band 7
<b>LOCATION:</b>	This role sits within the multidisciplinary team of practitioners working within the Police & Court Liaison & Diversion Service across Dorset.
<b>ACCOUNTABLE TO:</b>	Criminal Justice Liaison and Diversion Service Manager
<b>LINE MANAGER:</b>	Criminal Justice Liaison and Diversion Service Manager
<b>KEY RELATIONSHIPS:</b>	<p>Service users, Families, Carers  Trust Staff  Referred clients  PCLDS colleagues and managers  Police and Court services  Social Care Team / Social Workers  Health and Education services  GP/ Hospital Consultants  Speech &amp; Language Therapy Professional Leads and colleagues</p>
<b>HOURS OF WORK:</b>	This is a part-time post of 22.5 hours per week. The post holder may be required to work flexibly to meet the needs of the service.
<b>JOB SUMMARY</b>	<p>To provide high quality person centred care which always considers people's safety, privacy and dignity using advanced clinical knowledge that is evidence based.</p> <p>To undertake independent assessment and management of service users to incorporate pharmacological considerations, where appropriate making complex clinical decisions regarding service user management and clinical outcomes.</p> <p>To provide advanced clinical advice, leadership and support ensuring the needs of the service are met by exercising and demonstrating high levels of clinical judgement, critical analysis and advanced decision making skills.</p> <p>To manage change, to monitor and improve standards through supervision, evidence based practice, clinical audit, research and education. To promote and demonstrate best practice by integrating evidence into practice</p> <p>The clinical role will be to provide highly specialist Speech &amp; Language Therapy assessment and diagnosis in order to inform the police and court services as required by the National PCLDS Operating model. The post holder will provide this specialist Speech and Language Therapy Service to adults and youths over the age of 10 years. Individuals referred for assessment may have speech, language and communication needs resulting from a range of developmental and health conditions which may not have been formally diagnosed.</p>

## SECTION A: MAIN DUTIES AND RESPONSIBILITIES

### 1. CLINICAL RESPONSIBILITIES

- 1.1 Provide high quality innovative clinical practice. Be proactive in clinical decision making, underpinned by an advanced level of theoretical and practical knowledge and be able to demonstrate improved patient care outcomes.

- 1.2 Undertake comprehensive specialist holistic assessment of patients and carers where needs are highly complex. This will involve planning, implementing and evaluating the care delivery according to changing healthcare needs.
- 1.3 To work autonomously using advanced levels of history taking and examination skills within multidisciplinary team, guidelines and protocols.
- 1.4 Utilise advanced clinical skills in assessment and/or formulate a diagnosis and/or treatment plan.
- 1.5 Demonstrate a high level of knowledge in relation to pattern of disease or disorder, markers of condition progression and range of treatment available at each stage of disorder or condition.
- 1.6 Be able to assess critically and re-evaluate the clinical situation as the patient's condition changes
- 1.7 Anticipate likely potential physical and psychological problems caused either by the condition or by treatment.
- 1.8 Where appropriate to profession, Independent Non-Medical / Supplementary prescriber, able to take a history, assess, examine, diagnose and prescribe and develop a management plan including medication and monitor response to medication.
- 1.9 Advise and communicate as appropriate with acute hospitals, primary and social care and community teams thus ensuring seamless continuity and transfer (if appropriate) of care for patients between other relevant health, social and third sector agencies, professionals and other care settings.
- 1.10 Facilitate learning for patients and their carers in relation to their identified health needs.
- 1.11 To act at all times as an advocate for service users, carers and relatives.
- 1.12 Promote the principles and philosophy of Care Closer to Home, rehabilitation and optimal self-care as appropriate.
- 1.13 Establish, maintain and effectively manage barriers to advanced, highly skilled and effective communication with service users, carers and professionals across health and social care, and education services as appropriate in order to develop a therapeutic relationship within which highly sensitive, distressing health conditions and complex issues are often addressed. This includes imparting information regarding diagnosis, prognosis and treatment and referring to other teams as appropriate to promote integrated working and to improve patient outcomes.
- 1.14 Provide appropriate support and advice to carers and refer for carer's assessment if appropriate.
- 1.15 Collect, collate, evaluate and report information, maintaining accurate confidential patient records.
- 1.16 Contribute to the development, implementation and audit of protocols, guidelines and policies for the service. These will be shared with the multi-professional teams in all care settings.
- 1.17 Maintain a professional portfolio and demonstrate that practice is up to date and evidence based.
- 1.18 Ensure own compliance with mandatory training, revalidation requirements and lifelong learning.
- 1.19 Ensure the safety of self and others at all times and promote a safety culture through the effective management of risk in the working area.
- 1.20 Participate in maintaining systems for risk assessment and minimisation including promoting a 'fair blame' culture in order that near misses and incidents are reported and investigated
- 1.21 Contribute to investigation of incidents and complaints when required; participate in identifying lessons learnt and the sharing of learning across the organisation.
- 1.22 Promote people's equality, diversity and rights. .Provide high quality innovative clinical practice. Be proactive in clinical decision making, underpinned by an advanced level of theoretical and practical knowledge and be able to demonstrate improved patient care outcomes.

## 2. **MANAGERIAL RESPONSIBILITIES**

### 2.1

- To inspire and demonstrate leadership qualities through delivery of specialist advice, working with others, demonstration of personal qualities, continuous service improvement, and setting direction
- 2.2 Manage change through strategic thinking, use of negotiating skills, self-awareness and effective communication
- 2.3 Act as a role model, provide professional leadership to the team and promote the Trust Behaviours of being proactive, positive, respectful, supportive, reliable and trustworthy.

### 3. **RESPONSIBILITY FOR HUMAN RESOURCES / WORKFORCE**

- 3.1 Provide mentorship and shadowing opportunities for other professional colleagues undertaking post registration courses or specialist placements, ensuring this learning experience is effectively managed, supporting the individual through complex and emotive clinical situations.
- 3.2 Recognise and utilise the individual's skills and knowledge, coaching others in their development and acting as a mentor/preceptor across all professional boundaries.
- 3.3 Plan, deliver and evaluate appropriate learning programmes and study days.
- 3.4 Formally educate, supervise, mentor, coach and advise to enhance the principle of 'advancing practice' for new staff/team members within the Trust.
- 3.5 Support an environment in which clinical practice development is fostered, evaluated and disseminated.

### 4. **RESPONSIBILITY FOR FINANCE / RESOURCES**

- 4.1 The post holder will be an authorised signatory for expenses in accordance with the limits determined within the Scheme of Delegation , namely up to £1,000 per month.
- 4.1 Ensure the effective and efficient use of physical and financial resources with shared responsibility to identify and order goods as required within agreed financial parameters.

### 5. **RESEARCH & DEVELOPMENT**

- 5.1 Regularly undertake audit, and service evaluation to inform service improvement. When necessary support and facilitate colleagues in research, clinical audit and clinical trials in order to improve effectiveness and quality of patient care.
- 5.2 Critically analyse research findings and their implications for practice.
- 5.3 Disseminate evidence based practice and audit findings through local and/or regional presentation to professional groups.

### 6. **POLICY & SERVICE DEVELOPMENT**

- 6.1 The post holder will be responsible for implementing policies and proposing changes to practices, procedures for own area and those which impact beyond own area.
- 6.2 To ensure that good practice is rapidly shared within the service area and wider organisation where appropriate.
- 6.3 Contribute to the strategic development of the service by the evaluation of service delivery, identifying opportunities for and recommending improvement and change.
- 6.4 Influence policy making, procedures, protocols and clinical guidelines, internally and externally, necessary to support the service.

### 7. **RESPONSIBILITY FOR INFORMATION / DATA**

- 7.1 The role requires the post holder to enter patient-related data into identified electronic record systems.
- 7.2 Collect and collate appropriate diverse statistical information in order to facilitate the formation of reports, business plans and succession planning.

### 8. **PROFESSIONAL RESPONSIBILITIES**

- 8.1 Ensure that personal performance meets job requirements, Professional Codes and standards, Trust and post competency standards at all times.
- 8.2 Ensure the required level of IT competence required for the role to process, record, evaluate, analyse and report data.
- 8.3 Demonstrate commitment to the role and to service improvement through developing relationships with Commissioners, innovative thinking and small scale project management.
- 8.4 Challenge poor practice and take appropriate action making full use of current support systems.
- 8.5 Provide a positive, compassionate role model to junior staff and colleagues to ensure the delivery of people centred care and the key components of compassionate care
- 8.6 Create effective team work across professional boundaries using team building skills, creating common goals, and through engagement.
- 8.7 Respect and apply the requirements of equality and diversity, promoting and role modelling these across the multi-disciplinary team.

## 9. **OTHER RESPONSIBILITIES**

- 9.1 To prioritise, organise and manage a highly complex referrals on the basis of risk.
- 9.2 To undertake comprehensive assessment of individuals referred using investigative and analytic skills and to formulate individualized interventions based on advanced clinical reasoning and partnership working.
- 9.3 To provide highly specialist report and recommendations to the Police and Court Services.
- 9.4 To inform and counsel service users, relatives and carers and significant others present complex information clearly and comprehensively in order to reduce the impact of communication and / or swallowing difficulties in everyday life.
- 9.5 To provide clinical training, supervision and support to assistants, generic workers and volunteers and others as agreed with the CJLD Service Manager.
- 9.6 To establish this service for Dorset PCLDS and make recommendations for future role and service developments
- 9.7 To design and deliver training in this highly specialist area to other Speech and Language Therapists, other professionals, relatives/carers and relevant others seeking support with the agreement of the CJLD Service Manager
- 9.8 To monitor clinical and service outcomes and effectiveness in specialist area and to plan and implement audit activity in line with service and professional clinical governance requirements in liaison with the CJLD Service Manager and relevant Speech and Language Therapy Professional Leads and colleagues.
- 9.9 To provide regular student placements for Speech and Language Therapists and other professions as required.
- 9.10 To participate in Forensic Healthcare service developments and projects, leading or contributing as necessary. To participate in Adult Safeguarding investigations as requested by the CJLD Service Manager / Investigating Manager
- 9.11 In collaboration with CJLD Service Manager and relevant Speech and Language Therapy Professional Leads , to provide effective leadership and management to staff which promotes high performance standards both individually and as a team, in the achievement of Trust's objectives and priorities.

## 10. **ENVIRONMENTAL FACTORS**

- 10.1 The post holder may be required to participate in the prevention and management of violence and aggression (PMVA) where required and following relevant training.
- 10.2

The role will require highly developed physical skills where accuracy is important e.g. for patient interventions and specialist therapy appropriate to profession and area of specialism such as use of specialist equipment and fine tools; manual, sensory and cognitive assessment and treatments, intravenous injections, insertion of catheters, removal of sutures; use of diagnostic equipment such as audiometers.

**PERSON SPECIFICATION –**  
**Highly Specialist Speech and Language Therapist in Criminal Justice Liaison and**  
**Diversion**

1.	KNOWLEDGE, SKILLS AND TRAINING	ESSENTIAL	DESIRABLE
1.1	Registered practitioner to degree/diploma level supplemented by minimum PG dip (120 credits) plus MA/MSc or working towards in a relevant subject or demonstrable extensive experience in the relevant specialty	Yes	
1.2	Membership of the relevant Professional Body	Yes	
1.3	Learning and Assessing in Practice Qualification or equivalent practice assessors training	Yes	
1.4	Evidence of recent professional development in an up to date portfolio	Yes	
1.5	Evidence of completion of specialist courses related to adults with challenging behaviour/mental health		Yes
1.6	Knowledge and understanding of Trust Strategy relevant to role	Yes	
1.7	Demonstrable knowledge of legislation relevant to area of clinical practice	Yes	
1.8	Post graduate training in dysphagia		Yes
2.	<b>JOB SPECIFIC EXPERIENCE</b>		
2.1	Experience at Registered Practitioner Band 6 level	Yes	
2.2	Able to demonstrate specialist expertise and knowledge underpinned by theory acquired through CPD in relation to clinical assessment, treatment and evaluation.	Yes	
2.3	Evidence of risk management skills and experience.	Yes	
2.4	Evidence of involvement in meeting relevant clinical governance objectives.	Yes	
2.5	Able to demonstrate knowledge of health policy and its application in practice.	Yes	
2.6	Experience of developing specialist programmes of care for an individual or groups of patients/clients and of providing highly specialist advice	Yes	
2.7	Able to demonstrate specialist clinical reasoning skills to assimilate information in order to make a clinical judgement regarding diagnosis and intervention.	Yes	
2.8	Evidence of involvement in the development of programmes of care, protocols and audit.	Yes	
2.9	Experience of multi-disciplinary working.	Yes	
2.10	Able to demonstrate innovation and effective use of resources.	Yes	
2.11	Able to actively research for the potential to improve quality and customer care, seeking new ideas and methods to improve health care.	Yes	
2.12	Evidence of involvement in policy and practice change.	Yes	

2.13	Able to demonstrate publication, presentations and personal research at local and regional events.	Yes	
2.14	Evidence of involvement in research.	Yes	
2.15	Trained in PMVA techniques or willing to be trained.	Yes	
3.	<b>MANAGERIAL/SUPERVISORY EXPERIENCE</b>		
3.1	Evidence of proactive involvement in the supervision and development of members of the multi-disciplinary team.	Yes	
3.2	Evidence of delivering education and training in practice.	Yes	
3.3	Able to act as a clinical supervisor and/or facilitate peer groups.	Yes	
4.	<b>FINANCE/RESOURCES</b>		
4.1	Able to effectively manage available resources in the pursuit of quality service provision ensuring a safe environment	Yes	
5.	<b>INFORMATION TECHNOLOGY/RESOURCES</b>		
5.1	Able to analyse data and produce reports using Microsoft Excel and Word	Yes	
5.2	Confident in the use of computer systems, spreadsheets, databases, data collection and co-ordination, word processing and report writing.	Yes	
5.2	Experience of using electronic patient / service user record systems	Yes	
6.	<b>PERSONAL QUALITIES/ATTRIBUTES</b>		
6.1	Evidence of demonstrating the Trust's values and behaviours.	Yes	
6.2	Able to communicate effectively at different levels of the organisation and with staff, patient/service users, visitors or external organisations both verbally and in writing in the exchange of highly complex, sensitive or contentious information which may require the use of negotiating and/or persuasive skills.	Yes	
6.3	Able to overcome barriers to understanding where there are physical or mental disabilities.	Yes	
6.4	Able to analyse and assess situations and to interpret potentially conflicting situations and determine appropriate action, where there is a range of options and judgement is required.	Yes	
6.5	Experience of planning and organising complex activities requiring the formulation and adjustment of plans .e.g. organising own time, co-ordination with other agencies and plans for sudden, unforeseen circumstances.	Yes	
6.6	Able to work independently within sphere of authority	Yes	
6.7	Evidence of skills in diplomacy, negotiation and influencing.	Yes	
6.9	Inquisitive and eager to learn, asks questions and responds positively to change in practice/procedure. Seeks ways to improve self and others.	Yes	
6.10	Ability to evaluate care leading to improvement in quality standards an service improvement	Yes	

6.12	Able to adapt to a changing environment and changing priorities.	Yes	
7.	<b>BUSINESS TRAVEL</b>		
7.1	Subject to the provisions of the Equality Act, able to travel using own vehicle on Trust business.	Level 1/2	
8.	<b>ADDITIONAL REQUIREMENTS</b>		
8.1	Demonstrable skills in written and spoken English to a standard which enables the post holder to carry out the full range of duties and responsibilities of the role effectively.	Yes	

**\*Essential / desirable car user definitions**

Level 1 – (Essential) post holder is required to:

- travel an average of more than 3,500 miles a year;
- or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
- or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.
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Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.

Level 3 (Desirable) non-essential car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably be made by public transport.