

# Job Description

<b>Job title</b>	Specialist Speech and Language Therapist
<b>Grade</b>	Band 6
<b>Reports to</b>	Head of Speech and Language Therapy
<b>Accountable to</b>	Divisional Head of Nursing and Quality
<b>Directorate</b>	Urgent and Integrated Care
<b>Department</b>	Therapy

## **JOB PURPOSE**

To work, as part of the speech and language therapy team, delivering specialist SLT services to:

- Adults with acquired disorders of communication and swallowing predominantly on across all acute in-patient wards.
- To take an active lead on relevant projects for the SLT service
- To promote an understanding of clinical disorders and SLT services.
- To undertake instrumental dysphagia assessment to level of competence.
- To work with intubated and ventilated patients including tracheostomy to level of competence

## **1 DIMENSIONS**

- To deliver a responsive SLT service, as an autonomous practitioner, working in conjunction with other members of the speech and language therapy team.
- To manage and prioritise the caseload to ensure a high standard of service is provided.
- To demonstrate skills in dealing with complex issues which may include intubated and ventilated patients, depending on level of experience, accessing supervision as required.
- To manage individual patient care including:
- Assessing and managing patients communication and identifying appropriate strategies to facilitate and enhance communicative effectiveness including the use of AAC.
- Developing and agreeing specialist treatment plans with the patient and their care team, including referral on to other agencies.
- Advising others regarding management and care of patients including providing written reports.
- To work with all members of the MDT in providing holistic, patient centred care.
- To promote an understanding of communication, eating and swallowing disorders and SLT services to all members of the MDT, patients, family members, students, volunteers and be an active member of the in-service training programme.
- To be responsible for maintaining own competency to practice through CPD activities and maintain a portfolio which reflects personal development.
- To work to the Trust and SLT clinical guidelines and have a good working knowledge of relevant national standards.
- To participate in the staff appraisal scheme and be responsible for your own professional development plan to meet set competencies relevant to the job.
- To attend the Trust mandatory training sessions and adhere to the Trust and departmental policies and procedures.
- Maintain state registration with HCPC and provide evidence of registration on request.
- Fully participate in whatever pattern of working is required by the service in the future which may include covering other SLT services within Dorset County Hospital and the Yeatman Hospital and be prepared to work within a 7 day provision of service framework.

- To work flexibly offering clinical support to other departments in times of escalation.
- To undertake other duties commensurate with the grade as requested by the clinical or team lead.

## 2 ORGANISATION CHART

Head of Speech and Language Therapy

Band 7 Team Lead

Band 6 Speech and Language Therapist

Band 5 Speech and Language Therapist

## 3 COMMUNICATION AND WORKING RELATIONSHIPS

- Primarily with the SLT team and other in-patient services, the Community teams, Community Hubs, Patients and their carer's.
- To communicate complex patient related information effectively to ensure collaborative working with the multi-disciplinary team members and colleagues across health and social care sectors to ensure the delivery of a co-ordinated multi-disciplinary service.
- Maintain communication links and collaborative working patterns with other recognised experts and networks in the specialty.
- Attend and participate in meetings as requested.
- To have a flexible communication style including motivational, negotiating, persuading, presenting, training, empathising, counselling, and reassuring skills and have the ability to break bad news.

## 4 KEY RESULT AREAS

### Responsibility for Policy and Service Development

- To provide information to your line manager regarding the effectiveness of the service
- To follow relevant policies, comment on policies and to propose changes to working practices/procedures as required.
- Assist with long term strategic planning of speech and language therapy within adult in-patients.
- Assist in Introducing and putting new policies in place.

### Responsibility for Staff

- To be responsible for the supervision, appraisal and professional development of designated SLT staff and students in line with requirements of the Trust.



- To provide advice to other professions and non-specialists in relation to clinical specialism.

### **Responsibility for Information Resources**

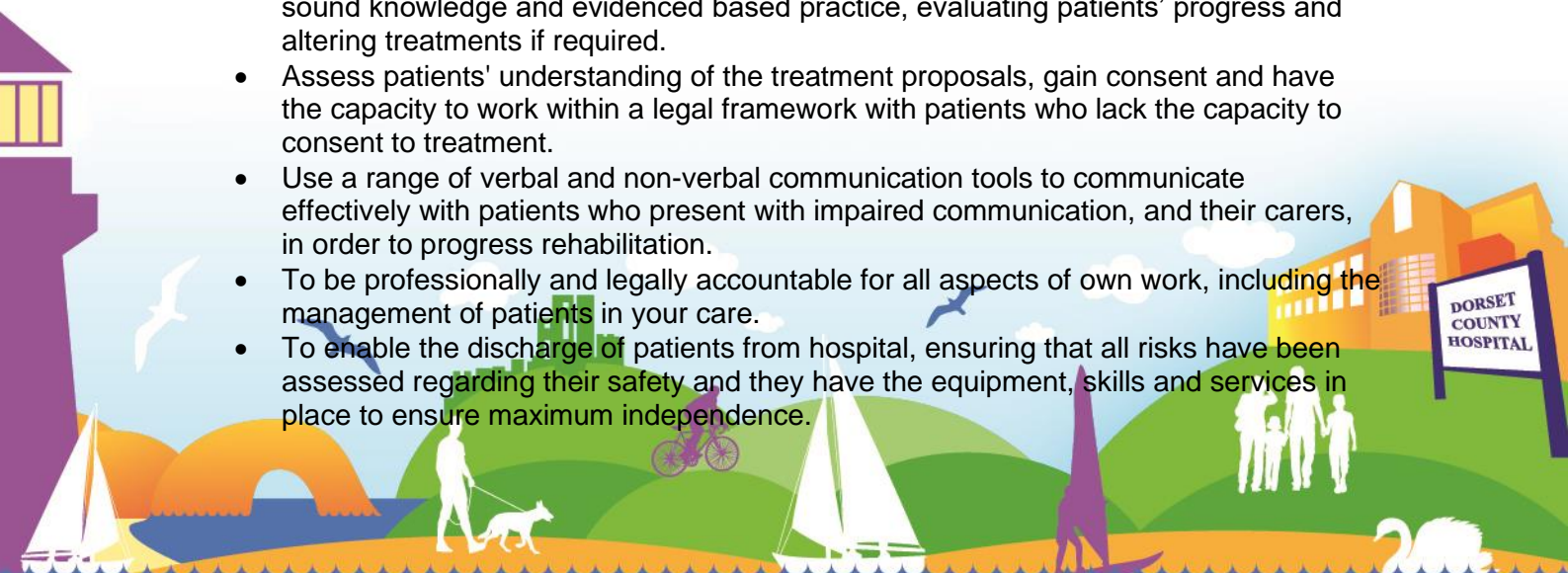
- To maintain your own accurate clinical records and record patient activity, in accordance with RCSLT standards of practice and local protocols and ensure the clinical records of those working with you are meeting the agreed Key Performance Indicators.
- To record data in accordance with Trust and service requirements.

### **Responsibility for Research and Development**

- Undertake the evaluation of work and current practices through the use of evidence based practices through the use of evidence based projects, audit and outcome measures, with more senior speech and language therapists.
- Contribute to development of a designated speciality in line with trust development.
- Undertake as directed the collection of data for use in clinical audit and research projects.
- To take an active role in assisting and supporting colleagues undertaking higher education, audit and research projects.
- Provide teaching and instruction to other disciplines to ensure a consistent approach to patient care.

### **Analytical & Judgement Skills**

- To deliver speech and language therapy interventions in accordance with the Royal College of Speech and Language Therapy (RCSLT) standards of practice and the code of Ethics and Professional Conduct and national guidelines.
- To undertake comprehensive assessments of patients including those with diverse or complex presentations using advanced clinical reasoning skills and assessment techniques to establish a prompt and viable management plan.
- To formulate and deliver speech and language therapy treatment plans based on sound knowledge and evidenced based practice, evaluating patients' progress and altering treatments if required.
- Assess patients' understanding of the treatment proposals, gain consent and have the capacity to work within a legal framework with patients who lack the capacity to consent to treatment.
- Use a range of verbal and non-verbal communication tools to communicate effectively with patients who present with impaired communication, and their carers, in order to progress rehabilitation.
- To be professionally and legally accountable for all aspects of own work, including the management of patients in your care.
- To enable the discharge of patients from hospital, ensuring that all risks have been assessed regarding their safety and they have the equipment, skills and services in place to ensure maximum independence.



## Planning & Organisational Skills

- Be responsible for the organisation and planning of own caseload and the clinical delegation of work to junior staff, assistants, community staff and volunteers.
- As part of the MDT to share responsibility for the co-ordination and planning of interventions
- To use prioritisation and time management skills to meet the unpredictable and conflicting needs of the service

## 5 ENVIRONMENT AND EFFORT

- Carry out assessments and treatments of patients presenting In DCH which requires moderate physical effort, on a daily basis.
- Comply with the Trust Manual Handling Policy and local therapeutic handling guidance at all times.
- To be professionally and legally accountable for all aspects of own work, including the management of patients in your care.
- To concentrate and interpret complex clinical information for the majority of each shift every day.
- Work with high levels of pressure from short stay wards, critical care wards and acute inpatient wards, managing this with effective prioritisation and communication.
- Communicate sensitively with patients who might have high levels of anxiety caused by hospital admission, planned discharge home, pain, confusion, limited mobility and functional ability.
- To work autonomously, assessing and managing associated risk and seeking senior support/supervision where appropriate.
- The job involves occasional exposure to bodily fluids, including blood, sputum, vomit, urine; fleas and lice, and communicable skin diseases, (e.g.: scabies and impetigo).

## 6 OCCUPATIONAL HEALTH HAZARD EXPOSURE ASSOCIATED TO THE POST

(Please tick as appropriate)

Patient contact		Lone working		Working in isolation	
Passenger / Client Transport		Exposure prone procedures		Patient Handling	
Strenuous Physical Activity		DSE user (defined in DSERegs)		Confined Spaces	
Night working		Food Handling / Preparation		Working at heights	
Working with vibratory tools		Noisy Environment Working		Safety Critical Work	
Working with respiratory irritants (including latex)				Please specify Gloves	
Working with substances hazardous to health				Please specify COSHH	
Other				Please specify	

## 7 HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your

acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

You are also required to make yourself aware of the Trust's health and safety policies and to report any accidents/incidents.

## **8 EQUAL OPPORTUNITIES**

Dorset County Hospital NHS Foundation Trust is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.

## **9 CONFIDENTIALITY**

Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.



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# PERSON SPECIFICATION

## POST: B6 Specialist Speech and Language Therapist

CATEGORY	CRITERIA	Score per criteria	HOW ASSESSED THROUGH SELECTION PROCESS
<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>	<ul style="list-style-type: none"> <li>To have a Degree in Speech &amp; Language Therapy recognised by RCSLT</li> </ul>	3	<b>Application</b>
	<ul style="list-style-type: none"> <li>Registered with H.C.P.C</li> </ul>	3	
	<ul style="list-style-type: none"> <li>Achieved dysphagia competencies to specialist level.</li> </ul>	3	
	<ul style="list-style-type: none"> <li>Valid driving licence</li> </ul>	3	
	<ul style="list-style-type: none"> <li>Evidence of relevant CPD</li> </ul>	3	
<b>E, Q &amp; T total score:</b>			



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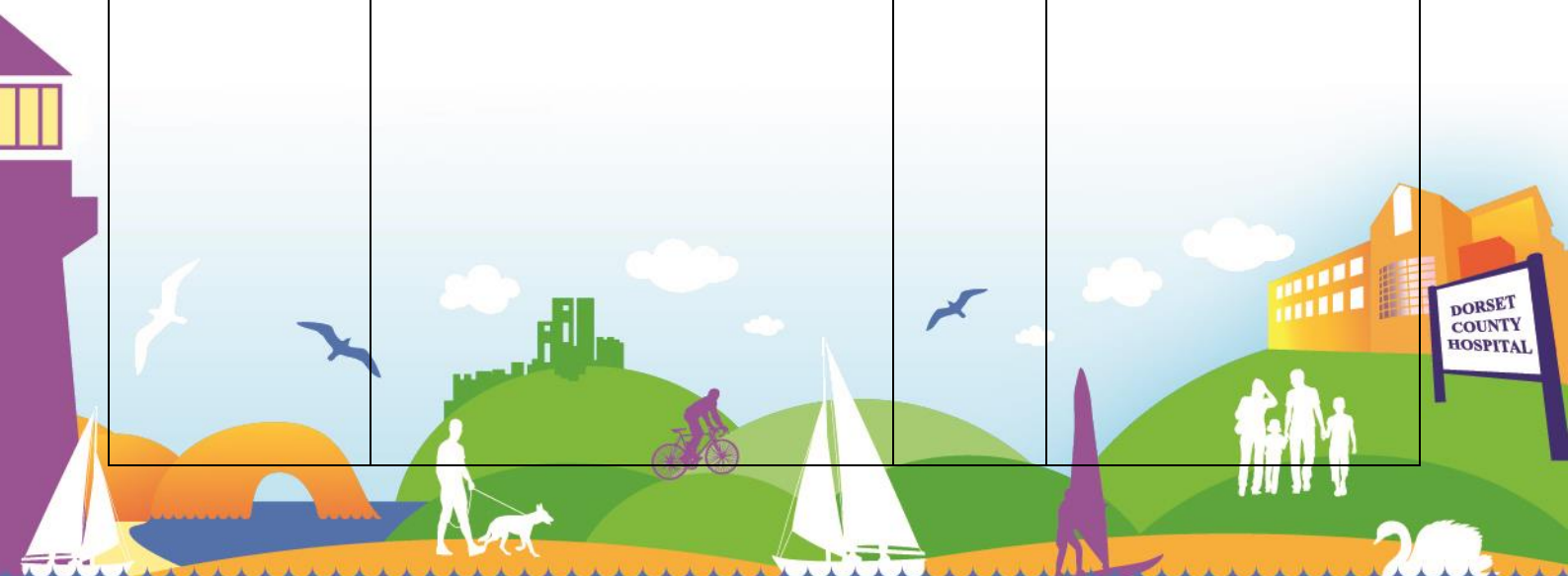
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience in the management of complex communication/swallowing disorders.</li> </ul>	3	Application and Interview
	<ul style="list-style-type: none"> <li>Have experience in carrying own caseload independently carrying out assessments &amp; treatment.</li> </ul>	3	
	<ul style="list-style-type: none"> <li>Experience of working with different conditions and aetiologies.</li> </ul>	3	
	<ul style="list-style-type: none"> <li>Experience in developing &amp; delivering training packages internally &amp; externally to SALT &amp; wider MDT</li> </ul>	3	
	<ul style="list-style-type: none"> <li>Experience of supervising staff/students.</li> </ul>	3	
	<ul style="list-style-type: none"> <li>Experience or an interest in working with high dependency patients including tracheostomy.</li> </ul>	3	
	<ul style="list-style-type: none"> <li>Experience of using instrumental assessment in the management of dysphagia.</li> </ul>	3	
<b>K &amp; E Total Score</b>			



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<b>SKILLS, ABILITIES &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>To have an understanding of assessment, management and rehabilitation with complex dysphagia.</li> </ul>	3	Application and Interview
	<ul style="list-style-type: none"> <li>Able to work as part of a specialised MDT</li> </ul>	3	
	<ul style="list-style-type: none"> <li>Understanding of 'End of Life' pathway within the acute and community setting.</li> </ul>	3	
	<ul style="list-style-type: none"> <li>Able to deliver complex and sensitive concepts in easily understood language to patients, carers and staff.</li> </ul>	3	
	<ul style="list-style-type: none"> <li>Able to participate in quality improvement projects including research and audit.</li> </ul>	3	
	<ul style="list-style-type: none"> <li>Competent IT skills.</li> </ul>	3	
	<ul style="list-style-type: none"> <li>Have use of a car.</li> </ul>	3	



<b>Other</b>			
<b>S &amp; A Total Score</b>			
<b>Total shortlisting score:</b>			

### Scoring

Criteria in each section are weighted in order of importance 3 – 1, with 3 being the most important  
**SHORTLISTING CRITERIA**

Each candidate will be scored against the person specification as follows:

- 3 points = fully meets or exceeds the criteria
- 2 points = significantly meets criteria although falls short on minor aspects
- 1 points = partially meets criteria but falls short on key aspects
- 0 points = does not meet criteria



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