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The Queen Elizabeth  
Hospital King's Lynn  
NHS Foundation Trust

# Specialist Speech & Language Therapist Band 6

Job Description &  
Person Specification



Our vision is to be the best rural District General Hospital  
for patient and staff experience

**Job title:** Specialist Speech and Language Therapist

**Grade:** Band 6

**Department:** Speech and Language Therapy

**Responsible to:** Head of Speech and Language Therapy

**Professionally accountable to:** Divisional Director Clinical Support Services

**Hours:** 37.5 – part time considered

## Job Description

- To assess, diagnose and manage a variety of acquired communication and swallowing disorders across a varied caseload
- To provide an inpatient service to patients with acquired communication/swallowing disorders (including dementia, progressive neurological disorders and TBI)
- To contribute to the delivery of the Videofluoroscopy service
- To support the development of skills in assessing and managing patients with a tracheostomy

## Main Duties & Responsibilities

### Clinical Skills

- To provide assessment, differential diagnosis and appropriate and clearly planned speech and language therapy management for adults with a range of communication and swallowing disorders.
- To develop and implement Speech and Language Therapy treatment making use of highly specialist skills
- To write complex and detailed reports reflecting specialist knowledge

- To provide advice and training to others regarding the management and care of patients/clients with communication and/or feeding and swallowing difficulties
- To demonstrate good negotiation skills across a range of issues and to negotiate with others around case management in complex cases (e.g., case conferences)
- To ensure that patients are involved in the planning and prioritisation of their care plans wherever possible
- To adapt practice to meet individual patients' circumstances, including due regard for cultural and linguistic differences
- To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures
- To demonstrate skills in dealing with complex issues to generate appropriate strategies for caseload management
- To develop skills in videofluoroscopy and tracheostomy to a level of independent practice following formal training and clinical supervision until deemed competent in line with RCSLT competencies
- To contribute to clinical teams both multi-disciplinary and uni-disciplinary by discussing own and others input around clients' needs ensuring a well co-ordinated care plan
- To communicate complex condition related information from assessment to clients, carers, families, and members of the multidisciplinary team/other professions
- To work closely with clients, carers, and families, agreeing decision making relevant to the patient/client management
- To demonstrate empathy with clients, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist

- To demonstrate skills in motivating clients and/or carers to engage in the therapeutic process
- To demonstrate negotiation skills in the management of conflict across a range of situations
- To deal with initial complaints sensitively, avoiding escalation where possible
- To form productive relationships with others who may be under stress and/or have challenging communication difficulties
- To employ excellent communication skills
- To manage a caseload of complex and non-complex patients. When required seek guidance from Band 7 Speech and Language Therapist for more highly complex situations
- To monitor and evaluate own specialist service delivery and provide progress reports
- To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate
- To work within defined departmental and national protocols/policies and professional code of conduct
- To work independently accessing appraisal within an individual performance framework at pre-determined intervals

### Policy Service/Development

- To take delegated lead on the development of team objectives or projects in liaison with peers and at the request of the Head of Service
- To contribute to the development of care protocols for specific clinical issues as requested
- To advise Head of Service on issues of service delivery including shortfall, service pressures, etc.

- To assume delegated tasks as requested by Head of Service, including participation in working groups, policy development groups
- To contribute to interagency/multidisciplinary team building and policy development where appropriate
- To contribute to, adhere to and implement service and team plans and policies
- To contribute to service/policy developments as appropriate
- To monitor assessments and equipment as appropriate
- To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to clients

### Financial and Physical Resources

- To monitor assessments and equipment as appropriate
- To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to clients

### Human Resources

- To provide in-service training for other staff members making use of own highly specialist skills
- To facilitate the development of problem solving/negotiation skills within peer review/support
- To provide mentoring, advice and support to more junior Speech and Language Therapists, Assistants, and volunteers
- To provide student placements, including assessment of the placements as appropriate

- To explain the role of Speech and Language Therapists to visitors, students and volunteers
- To support students from other professional groups as appropriate within the team
- To contribute to the identification of training needs within the team
- To supervise the work of Speech and Language Therapy Assistant and provide advice and support

### Information Resources

- To maintain up to date and accurate case notes in line with RCSLT professional standards and local trust policies
- To share information with others, observing data protection guidelines
- To be aware of child protection policies and procedures and those relating to vulnerable adults
- To gather and update activity data accurately and regularly, ensuring the provision of such information promptly within local Trust guidelines

### Research and Development

- To participate in the development of innovations in areas of risk management, quality standards setting and clinical effectiveness
- To contribute to departmental research and clinical governance/audit projects with support
- To collect and provide research data as required

### Freedom to Act

- To manage a caseload of complex and non-complex patients, seeking guidance from Band 7 Speech and Language Therapist for more highly complex situations when required

- To monitor and evaluate own specialist service delivery and provide progress reports
- To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate
- To work within defined departmental and national protocols/policies and professional code of conduct
- To work independently accessing appraisal within an individual performance framework at pre-determined intervals

### Communication and Relationship Skills

- To contribute to clinical teams both multi-disciplinary and uni-disciplinary by discussing own and others input around clients' needs ensuring a well-co-ordinated care plan
- To communicate complex condition related information from assessment to clients, carers, families and members of the multidisciplinary team/other professions
- To work closely with clients, carers and families, agreeing decision making relevant to the patient/client management
- To demonstrate empathy with clients, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist
- To demonstrate skills in motivating clients and/or carers to engage in the therapeutic process
- To demonstrate negotiation skills in the management of conflict across a range of situations
- To deal with initial complaints sensitively, avoiding escalation where possible
- To form productive relationships with others who may be under stress and/or have challenging communication difficulties

- To employ excellent communication skills

### Knowledge, Training and Experience

- To attend specialist short courses appropriate to clinical specialism at post-graduate level
- To demonstrate specialist knowledge in clinical specialisms underpinned by current evidence-based practice
- To manage a complex and specialist caseload independently
- To make specialist clinical decisions following assessment of complex cases
- To identify personal/professional development evidenced by Personal Development Plan/Professional Portfolio developed within an appraisal framework, including objectives relating to clinical specialism
- To participate in the development of local clinical guidelines
- To participate in staff appraisal system ensuring that the objectives set reflect the Service and Trust plans, including specific objectives relating to the clinical specialism
- To attend relevant training and development in order to maintain and develop skills and knowledge required of a specialist therapist and maintain up to date HCPC and RCSLT registration
- To demonstrate knowledge of, and adhere to RCSLT professional and clinical and national and local clinical guidelines
- To access informal/formal supervision with junior Speech and Language Therapists
- To develop and deliver specialist training (formal and informal) to others with and without support
- To attend relevant courses, meetings and special interest groups

- To develop a working knowledge of relevant procedures including, safeguarding children, working with vulnerable adults and other legal frameworks
- To develop a working knowledge of the principles of clinical governance and their application to professional practice

### Analytical and Judgemental Skills

- To develop the ability to reflect on all aspects of client's communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness
- To negotiate with carers, clients and others around individual case management
- To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve
- To use specialist knowledge to inform sound clinical judgements/decision making for case management
- To make a differential diagnosis on the basis of evidence from assessment seeking advice as appropriate
- To develop clear care plans based on best practice
- To demonstrate the ability to reflect on practice with peers and mentors and identify own strengths and development needs
- To develop the ability to target training (formal and informal) appropriately to the needs of course participants
- To develop the ability to reflect on and evaluate training provided
- To adapt practice to meet individual patient/client circumstances

### Planning and Organisational Skills

- To manage and prioritise a defined caseload independently

- To manage and prioritise own workload
- To plan and deliver client-based group work as appropriate
- To co-ordinate and prioritise the workload of Speech and Language Therapy Assistant
- To participate in planning and implementing training programmes

### Physical Skills

- To demonstrate highly developed auditory and perceptual skills in the assessment diagnosis and treatment of patients/clients
- To demonstrate skills in handling clients with disabilities
- To be able to travel to a number of geographical locations and plan journeys between sites effectively

### Effort and Environment Physical Effort

- To have due regard for your own personal safety and that of carers, in particular to have regard to moving and handling regulations, restraining policies and ensure the safe positioning of self and others

### Mental Effort

- To maintain intense concentration in all aspects of patient management for prolonged periods. In particular, to monitor all aspects of client's communication, adapting and facilitating according to perceived client needs including cultural and linguistic differences
- To be flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions

### Emotional Effort

- To maintain sensitivity at all times to the client's emotional needs and those of carers in particular when imparting potentially distressing information regarding the nature of the client's difficulties and implications of the same

- To maintain a professional detachment in difficult circumstances
- To demonstrate the ability to manage clients with challenging behaviours including the application of appropriate management strategies

### Working Conditions

- To work within infection control and health and safety guidelines in order to deal appropriately with conditions related to client contact as they arise, for example exposure to body fluids, infectious conditions, encountered on a regular basis
- To employ appropriate strategies to manage aggressive behaviour within the workplace

### Terms and Conditions of Service

- 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 in consultation with the post holder.
- This post is subject to the terms and conditions of employment of the Trust.
- The post holder will be expected to work in agreement with all the Trust policies and procedures
- This post is subject to enhanced disclosure under the DBS
- The post holder will carry out annual performance reviews with each member of their staff
- The post holder will agree annual personal development plans with their staff and support them with any training or development requirements in order to fulfil their role
- The post holder will attend all relevant management training in health and safety, risk assessment etc.

### Governance and Statutory Requirements

The post holder is expected to comply with the governance arrangements and policies and procedures of the organisation, available on the Trust intranet site.

## Equal Opportunities and Diversity

The Trust has an absolute commitment to equal opportunities based on sound management practice, respect for the individual and legislative compliance. The post-holder must at all times carry out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

## Health and Safety & Risk Management

Employees must be aware of the responsibilities placed upon them under the Health and Safety Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.

Employees must wear personal protective equipment where provided.

All employees are expected to comply fully with the Trust and Departmental fire policies and procedures to meet their responsibilities in relation to fire safety. All staff are also expected to maintain safe infection control practices at all times. All employees are responsible for reporting any accidents, untoward occurrences and potential hazards to their Head of Department even when no injury or property damage has resulted.

## Infection Control

All staff have a responsibility to contribute to the reduction of healthcare acquired infection by the adherence to best practice.

Staff are expected to comply with hand hygiene guidelines and ensure all equipment used for patient care is clean and fit for purpose.

Staff are requested to report any environmental concerns regarding breach of infection prevention guidelines to their line manager.

## Information Governance

Confidentiality is both a moral and contractual obligation and applies both inside and outside of work. *Any matters of a confidential nature, and in particular any information relating to patients, individual staff records and details of contract prices and terms must, under no circumstances, be divulged or passed to any unauthorised persons at any time during your employment or afterwards.*

*All notes, emails, records and other documents, regardless of medium, are and shall remain the property of the Trust and shall be handed over by you to the Trust from time to time on demand and, in any event, upon termination of your employment. All assets issued to you (such as identity card, car parking pass, equipment, office keys etc) must be surrendered to the Trust upon termination of your employment and, where applicable, on change of employment within the Trust*

*As a user of information you must be aware of your responsibilities, both legal and other, and comply with all policies and procedures issued by the Trust and associated NHS Codes of Conduct and work within the principles outlined in the information governance framework. This includes information security (including encryption and, where applicable, home working and remote access), records management and information quality responsibilities.*

*Under the common law duty of confidentiality, you may be personally liable in a court of law for unauthorised disclosure of personal data. In addition, the wilful or negligent disclosure of confidential information or disregard for the Trust's information governance framework would be a breach of the disciplinary rules and could result in summary dismissal. Should you breach this clause after your employment has ended, the Trust may take legal action against you.*

## Safeguarding Children/ Vulnerable Adults

All Staff within the Trust share a commitment to safeguard and promote a Child's or Vulnerable Adult's wellbeing. As an organisation we need to ensure that all staff who come into contact with Children/Vulnerable Adults in their daily activities or provide services to adults with Children or Vulnerable Adults receives mandatory safeguarding training which is appropriate to their role. In addition to this you will be expected to work in accordance with the policies and procedures relating to Safeguarding Children/Vulnerable Adults that have been agreed by the Trust.

## Values & Behaviours

All staff must be able to evidence that they possess and exhibit the behaviours which underpin the core values of the Trust

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER.  
**THIS JOB DESCRIPTION WILL BE REVIEWED ANNUALLY**

Person specification			
Criteria	Essential/ Desirable	Means of assessment	
		A	I
Qualifications/training and professional development			

Attainment of recognised degree in Speech and Language Therapy as recognised by RCLST and HCPC	E	✓		✓
Membership of RCLST	E	✓		✓
Current Health & Care Professions Council (HCPC) registration	E	✓		✓
Evidence of successful completion of post graduate study in dysphagia	E	✓	✓	
To provide evidence of ongoing CPD to meet regulatory body professional standards	D	✓	✓	
Membership of any relevant special interest groups (CENs)				
<b>Experience</b>				
To describe your experience of working with dysphagia at post graduate level	E	✓	✓	
To demonstrate experience of working with communication difficulties within relevant clinical area	E	✓	✓	
To provide evidence of effective working in a multidisciplinary team	D	✓	✓	
To demonstrate experience in delivering education and training packages	D	✓	✓	
To describe your experience of using Videofluoroscopy	D	✓	✓	
To have previous experience or an interest in developing skills in the assessment and management of patients with tracheostomy				
<b>Skills, abilities, and knowledge</b>				
To demonstrate a high level of competency in the assessment and management of adults with a range of communication and swallowing disorders	E	✓	✓	
	E	✓	✓	

To demonstrate the ability to prioritise and manage a large caseload	E	✓	✓	
To demonstrate the ability to work independently and recognise when to seek support for clinical issues	E		✓	
Demonstrate excellent verbal communication/interpersonal skills and be able to adapt these according to the situation	E	✓	✓	
To demonstrate the ability to pass on skills/knowledge to other professionals in both formal and informal environments	E	✓	✓	
To have the ability to communicate effectively using the English language in both verbal and written forms	E	✓	✓	
To have knowledge of national policies, guidelines and standards relevant to client group such as dementia and progressive neurological conditions	D	✓	✓	
To demonstrate knowledge of the principles of clinical governance and audit	D	✓	✓	
Membership of relevant special interest groups				
To have experience in supervising undergraduate Speech & Language Therapists				
To show evidence of contributing to service development projects				
<b>Aptitude</b>				
To demonstrate an ability to be flexible and adaptable to workplace demands	E	✓	✓	

