

## JOB DESCRIPTION

### 1. General Information

JOB TITLE: Specialist Speech and Language Therapist.

AREA/SPECIALITY: Head and Neck Oncology

GRADE: Band 6 - 37.5 hours per week.

DEPARTMENT: Speech and Language Therapy – Guy's Site

RESPONSIBLE TO: Clinical Lead Speech and Language Therapist (Head and Neck Oncology)

ACCOUNTABLE TO: Trust Head of Speech and Language Therapy

LOCATION: Guy's Hospital

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation.

We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities.

We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, neighbouring NHS organisations, local authorities and charitable bodies and GPs.

We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

### Organisational Values:

Our **values** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values throughout your employment with the Trust.

The post holder will:

- **Put patients first**
- **Take pride in what they do**
- **Respect others**
- **Strive to be the best**

- **Act with integrity**

Our [values and behaviours framework](#) describes what it means for every one of us in the Trust to put our values into action.

### **Department Information**

The Adult Speech and Language Therapy (SLT) Department at Guy's and St Thomas' Hospital consists of 26.2 WTE SLTs and 1.4 WTE SLT Assistants. We have considerable expertise within the team with members representing the profession on a number of regional and national groups as well as contributing to both local and national guidance and research.

## **2. Job Summary**

- In conjunction with the Clinical Lead Speech and Language Therapist, to provide a high quality specialist service to adult in-patients and out-patients referred mainly from the ENT, Oro-Maxillo-Facial Surgery and Oncology departments at Guy's and St Thomas' Hospitals with communication and/or swallowing disorders. This includes patients undergoing laryngectomy and surgical voice restoration, and other head and neck surgery/oncological treatment.
- To provide cover for the service to other in-patients with swallowing/ communication disorders on the Guy's site as required.

## **3. Key Relationships**

- Consultant Surgeons/Oncologists and their teams
- Nursing staff
- Clinical Nurse Specialists
- Allied Health Professionals
- Administrative/Support Staff
- SLT Colleagues within GSTT
- SLT colleagues in the Community Head and Neck Team and acute and community teams in neighbouring and or referring Trusts.

## **4. Duties and Responsibilities**

### **Clinical:**

- In collaboration with senior therapists based on the Guy's site to provide independent, specialist clinical management of in-patients with disorders of swallowing and communication referred from ENT, Oro-Maxillo-Facial Surgery, and Oncology Departments.
- In collaboration with the Senior Specialists and the Clinical Lead SLT to participate in the Surgical Voice Restoration programme at Guy's Hospital and to provide specialist training in SVR for nurses and junior doctors.
- To assist in auditing and monitoring the use of speaking valves at Guy's hospital and ensure all clinical risk management procedures are adhered to.
- To involve carers in promoting and developing swallowing and communication skills of patients and where appropriate to train them in the management of SVR-prostheses for laryngectomy patients.

- To maintain close liaison with referring medical staff and nurse specialists to ensure optimum treatment and support for patients after laryngectomy/SVR and other head and neck surgery. To utilise a high level of interpersonal skills in helping patients adapt to changed circumstances / disability.
- To independently carry out and analyse videofluoroscopic examinations of swallow. To report findings to the MDT regarding implications for management, plus use findings to design specialised therapeutic programmes of care.
- To assess the need for augmentative and alternative communication aids. To be responsible for the safe use, maintenance and regular audit of AAC aids provided to patients.
- As a specialist SLT resource to contribute to Head and Neck Multi-disciplinary meetings and ward rounds and where appropriate propose and assist in the implementation of policy / service development.
- To closely liaise with the Community Head and Neck team and refer patients on at the agreed point in their pathway. To refer to other agencies where appropriate.
- To write timely discharge reports to GPs and referring agencies as per departmental standards to ensure continuity of care.

### **Professional responsibilities**

- To strictly observe a personal duty of care in line with departmental and Trust Infection Control policies when carrying out interventions with patients with dysphagia / oro-motor problems / tracheostomy / surgical voice restoration, where there is close contact with body fluids.
- To be aware of and comply with the SLT Risk Management Strategy and ensure any incidents / complaints are managed and reported according to Trust policy.
- To contribute to and develop innovations in areas of risk management, quality standards setting and clinical effectiveness as part of the department's clinical governance initiative.
- To contribute to and attend regular professional meetings, in-service trainings and be a member of relevant special interest groups in order to promote continuing professional development.
- To participate in 1:1 meetings with the Clinical Lead SLT as per Personal development plan.
- To be responsible for providing day to day clinical and professional supervision of student SLT's and any junior staff.

### **Information Management**

- To keep adequate records as per departmental standards.
- To collect and compile statistics in line with the policy of the Speech and Language Therapy department.

### **Education & Professional Development.**

- To keep up-to-date with current theory and evidence based practice in the field of head and neck oncology.

- To contribute to the specialist training of junior doctors, nursing and AHP staff and medical students.
- To offer clinical placements to speech and language therapy students with a view to preparing them for a practical examination.
- To give talks and lectures to interested groups including offering training to ENT ward based staff in management of tracheoesophageal voice prostheses as appropriate.
- Performance review will be undertaken at least once per year through the Trust appraisal system.

#### **Research / Audit**

- To undertake both unidisciplinary and multidisciplinary research / audit as required in the Specialist SLT role (Head and Neck)
- To develop and lead as appropriate clinical audit activity, including data collection and analysis, as part of the SLT department's annual audit programme.

To undertake such duties as shall be indicated by the Trust Head of Speech and Language therapy to meet the exigencies of the service and needs of the patients

**The following statement forms part of all job descriptions:-**

The post holder is required to follow Trust policies and procedures which are regularly updated including:

**Confidentiality / Data Protection / Freedom of Information**

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person, those staff will be liable to disciplinary action up to and including dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

**Information Governance**

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

**Equal Opportunities**

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

**Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

**Infection Control**

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

**Risk Management**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

### **Flexible Working**

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

### **Safeguarding children and vulnerable adults**

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.

### **Sustainability**

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

### **Smoking Policy**

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles

### **Review of this Job Description**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

### **Initials and date of Preparation**

NON 03.04.24