

## **JOB DESCRIPTION**

### **1. General Information**

JOB TITLE: Fixed Term Senior Specialist Speech & Language Therapist

AREA/SPECIALITY: Critical Care

GRADE: 7

DEPARTMENT: Speech & Language Therapy

DIRECTORATE: Therapies

RESPONSIBLE TO: Clinical Lead SLT, Critical Care, St Thomas'

ACCOUNTABLE TO: Trust Head of Speech & Language Therapy

LOCATION: St Thomas' Hospital

#### **About the Trust**

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.

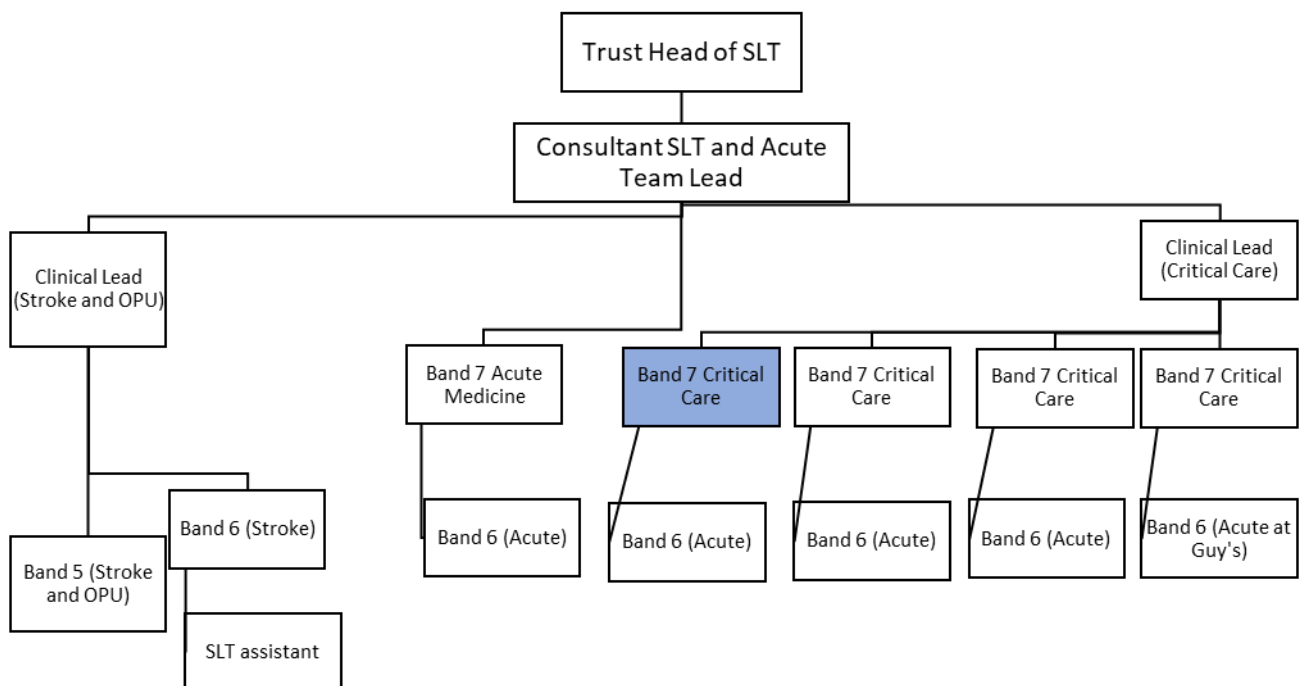
#### **Department Information**

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.

The structure of the SLT team at St Thomas' is outlined below with the advertised post indicated in blue.

St Thomas' SLT Team Supervision Structure



## 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.

## 2. Job Summary

To take clinical responsibility as an autonomous specialist for the provision of a high-quality Speech and Language Therapy service to adult inpatients in critical care.

## 3. Key Result Areas

1. To take autonomous responsibility for delivering a highly specialist service to adult inpatients referred from Critical Care areas with communication and/or swallowing disorders. This includes patients with tracheostomies and/or ventilator dependency.
2. To provide independent clinical management of patients requiring assessment and rehabilitation of complex communication and swallowing disorders, with the aim of restoring optimum function or offering compensatory strategies. This will include assessing the patients' needs for alternative/augmentative communication where appropriate.
3. To contribute to the development of expert Speech and Language Therapy services in Critical care in collaboration with the Clinical Lead SLT, and to be an autonomous advanced specialist resource for treatment of critical care patients on the St Thomas' site.
4. To take responsibility for planning and delivering training in swallowing and communication management to nurses, junior doctors, and medical students working within the Critical Care service, as requested.
5. To be a Specialist Speech and Language Therapy resource for members of the Multi-Disciplinary Team in the management of communication/swallowing disorders.
6. As a core member of the Multi-Disciplinary Team, to participate in team meetings, ward rounds and family meetings. Where appropriate to propose and assist in the implementation of policy/service development.

7. To develop training programmes relevant to communication/swallowing disorders and deliver these aspects in the on-going training programme for the members of the Multi-Disciplinary Team on critical care wards.
8. To contribute and take a lead as appropriate in the organisation of training for nursing staff in the continued use of the Trust Swallow Screen and tracheostomy management.
9. To train staff and carers to facilitate the communication and swallowing skills of the patient including the use of alternative and augmentative communication.

#### **4. Key Relationships**

The post-holder will link with a variety of key team members including:

- Trust Head of Speech & Language Therapy
- Consultant Speech and Language Therapist/Acute Team lead
- Clinical Lead for SLT Critical Care
- Band 6 supervisee
- Other Clinical Leads within the SLT department
- Multidisciplinary colleagues within Critical Care and other relevant specialities at GSTT
- SLT colleagues within GSTT across sites
- Clerical & Administrative staff within SLT
- SLT colleagues and multi-professional teams in other acute and community Trusts/services

#### **5. Duties and Responsibilities**

##### Clinical

1. To provide highly specialist independent clinical management of inpatients with complex disorders of swallowing/communication. To demonstrate an advanced level of clinical decision making to assess, make a clinical diagnosis, develop, implement and evaluate specialised treatment programmes with the aim of restoring function or offering compensatory strategies.
2. As a core member of the Multidisciplinary Team (MDT) to influence decision making regarding treatment planning and consequences for rehabilitation of communication and swallowing. To use strong negotiation skills in order to support and advocate for patients and carers, contributing to best interests discussions and decisions.
3. As a core member of the MDT to participate in team meetings/working parties and where appropriate propose and assist in implementation of policy/service development.
4. To provide highly specialist independent clinical management for patients requiring ventilatory support and /or with tracheostomies in situ presenting with communication and/or swallowing difficulties. To have highly developed knowledge of different modes of ventilation and the impact of mechanical ventilation and respiratory

compromise on swallowing and phonation. To have specialist knowledge in methods to establish and facilitate phonation and swallowing function in patients on mechanical ventilation. To offer training, support and second opinions for other members of the SLT team with complex critically ill patients.

5. To have specialist knowledge of complex conditions presenting in critical care, including neuromuscular diseases, and their impact on communication and swallowing. To offer support and second opinions to other members of the SLT team.
6. To be a specialist resource for augmentative and alternative communication aids including ordering appropriate aids, maintenance and providing specialist training to members of the SLT team and MDT teams in the use of the aids as required.
7. To be a highly specialist SLT resource for members of the MDT working in the critical care environment regarding management of communication and swallowing disorders and assist in the respiratory weaning process.
8. To involve carers in promoting and developing swallowing and communication skills of patients and where appropriate to train them in the use of augmentative and alternative communication aids. To utilise a high level of inter-personal skills to support both patients and carers in adjusting to changed circumstances.
9. To take a lead and closely liaise with referring consultants, other medical staff and nurse specialists to provide optimum treatment and support for patients with communication and swallowing problems in the critical care environment.
10. To recommend appropriate instrumental swallowing assessments, i.e. videofluoroscopy and FEES when clinically indicated.
11. To arrange, carry out, analyse and report on videofluoroscopic examinations of patients with oropharyngeal dysphagia. To report findings to the MDT regarding management recommendations plus utilise findings to design specialised therapeutic programmes of care. To support junior colleagues in conducting videofluoroscopies and in their interpretation.
12. To refer for, analyse and report on FEES examinations of appropriate patients with oropharyngeal dysphagia. To report findings to the MDT regarding further management recommendations and specialised programmes of care. To undertake

FEES examination as endoscopist if /when competency established and locally verified.

13. To be a core member of the Critical Care team and as such take an active role in meetings and ward rounds at St Thomas' Hospital as required.
14. To refer patients to other agencies where appropriate and/or Speech and Language Therapy in the Community on discharge and to write discharge reports to GPs and referring agencies as per departmental standards to ensure continuity of care.
15. As a highly specialist SLT resource to develop and deliver training in communication/ swallowing disorders as part of MDT training programmes.
16. To participate in the organisation and provision of training to nursing staff and MDT in the continued use of the Swallow screen and the management of communication and /or swallowing disorders with tracheostomised and/or ventilator dependant patients.
17. To participate as a highly specialist SLT on the Tracheostomy Review and Management Service at St Thomas' and contribute to the establishment of effective management plans to enable continuity of care and safe and timely weaning from tracheostomy
18. To follow departmental prioritisation and caseload management guidelines, balancing workload commitments effectively.
19. To keep clear, accurate clinical records in line with professional, departmental and Trust guidelines.
20. To assist with clinical cover in other adult inpatient areas during high periods of high referral rates, sickness absence, annual and study leave, as required by the SLT management team.

#### Professional/Managerial

1. 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 where there is close contact with body fluids.
2. To be aware of and comply with the Speech and Language Therapy Risk Management Strategy and ensure any incidents/complaints are managed and reported according to Trust policy.
3. 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 Critical Care services systems of Clinical Governance as a Specialist resource in liaison with the Trust Head of Speech and Language Therapy.

4. To audit and monitor the use of the AAC equipment to ensure all clinical risk management procedures are adhered to.
5. To be responsible for providing day to day clinical / professional supervision of junior therapists and student SLTs and to offer peer support to SLT colleagues as appropriate.
6. To keep adequate records as per departmental standards.
7. To contribute to and attend regular professional and business meetings, in-service trainings and Clinical Excellence Networks in order to facilitate continuing professional development in line with the Personal Development Review process.
8. To offer expert second opinions and advice on request from SLTs in other clinical areas and Trusts with particular reference to management of tracheostomy and ventilator dependent patients.
9. Participation in regular 1:1 meetings with the Clinical Lead Speech and Language Therapist.
10. To keep adequate records as directed by the Trust Head of Speech and Language Therapy. To administer and compile activity statistics in line with the policy of the Speech and Language Therapy Department.

#### Education

1. To keep up-to-date with current theory and evidence based practice in the field of acquired disorders of communication and swallowing with particular reference to neuromuscular, respiratory, ventilator and tracheostomy patients, videofluoroscopy and FEES.
2. To develop and deliver specialist training to a range of professionals including nursing, medical and therapy staff within and external to the hospital including on formal courses regarding management of communication and /or swallowing disorders with tracheostomised and/or ventilator dependant patients.
3. To develop and deliver components of the staff training programme offered by the SLT department throughout the trust to nursing and medical staff as requested by Clinical Lead SLT.
4. To give talks and lectures to interested groups e.g. CENs
5. To offer regular placements and clinical training to Speech and Language Therapy students with a view to preparing them for a practical exam.

#### Research and Audit

1. To develop and take the lead in departmental/multi-disciplinary audits including design, data collection, analysis and development of action plans as part of the Speech and Language Therapy Department's annual audit programme / Critical Care Multidisciplinary Team initiatives.



2. To participate in and where appropriate actively develop relevant MDT research projects in critical care.
3. To disseminate findings from completed projects in relevant forums.

To undertake such other duties as shall be indicated by the Trust Head of Speech and Language Therapy to meet the exigencies of the service and /or 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**

SA 20/07/20