

Job Description

Job Title: Specialist Speech & Language Therapist	Grade: Band 7	Post No:
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Accountable to: Professional Lead – Adult Speech & Language Therapy
Responsible for:
Key Relationships with:- <ul style="list-style-type: none"> • Service users and carers • Speech and Language Therapists • Admin support staff, SLT assistants • Consultants, Registrars, SHOs etc • Specialist Nurse Practitioners and other Nursing staff • Therapy / MDT staff • Diagnostic imaging staff • GPs, • Public, Private and Voluntary Agencies • Social services
Purpose of Role: <p>The purpose of this post is to:</p> <ul style="list-style-type: none"> • Provide a specialist level of expertise in the assessment and management of patients who present with benign clinical voice disorders. The caseload also includes delivery of voice and communication therapy to the transgender population • Support the delivery of the Joint Voice Clinic with ENT and our SLT-led therapeutic scoping clinics. This will be dependent on the level of experience of the candidate. • Support patients along the long-covid pathway (assessing and managing communication, voice and swallowing changes). This involves having a close working relationship with the local Long-Covid MDT/service. • Triage and prioritise referrals into the outpatient voice service and other relevant service areas. • Offer support and clinical advice to therapists throughout the service, regarding the specialty including the Long-Covid MDT. • Contribute to the delivery of the videofluoroscopy and FEES service. • Contribute and lead on service development projects. • Assist the Speech and Language Therapy Manager in the coordination of other areas of service provision, as appropriate. <p>The post holder will be based at Ipswich Hospital and Allington Clinic, although there may be an element of homeworking using telehealth models of service delivery. As we are part of an integrated service community outreach domiciliary visits may be required, necessitating lone working and travel between places of work.</p>

Key Responsibilities:

Communication

- To provide timely detailed information, written and verbal, and advice, regarding diagnosis, treatment aims, and progress of patients, to referrers, families, paid carers and other professional staff, taking into account confidentiality, and the complex and sensitive nature of the information imparted, and the needs of the recipients.
- To communicate complex condition related information from assessment to clients, carers, and members of the multi-disciplinary team/other professions.
- To work closely with clients and carers, agreeing decision making relevant to the case management.
- To evaluate outcomes and provide advice to others regarding the management and care of adults with voice, communication and/or swallowing difficulties.
- To identify appropriate strategies to facilitate and enhance communicative effectiveness, including facilitating client in decision-making processes.
- To develop skills in motivating clients and /or carers to engage in the therapeutic process.
- To give information and advice to enable the client, their carers and other professionals working with the client to carry out therapy interventions and ensure ongoing support between professional treatment sessions.
- To prepare and write detailed specialist reports, including in formats accessible to clients. May also include report-writing for instrumental assessments (depending on service need), with support from senior colleagues as required.
- Develop, provide and evaluate specialist communication training and support to carers and professionals from a wide range of organisations.
- To work jointly with other professionals within the multi-disciplinary team and attend MDT meetings/joint case conferences as required.
- To deal with initial complaints sensitively, avoiding escalation where possible.
- To give information as required for the contracting process and general service requirements.
- To keep adequate records on patients, to maintain confidentiality in respect of this information, and comply with the Trust's record keeping policy.
- To be responsible for own administrative work, including timetabling, report writing, keeping detailed case notes, etc., adhering to Data Protection, and Confidentiality Policies.
- To attend professional meetings and departmental meetings.

Personal and people development

- To maintain and develop professional competence in specialist areas through continuing professional development and to develop the ability to reflect on and evaluate training attended.
- To actively participate in clinical supervision, demonstrating the ability to reflect on clinical practice with peers and mentors and identify own strengths and development needs.
- To contribute to Speech and Language Therapy student placements and the assessment of these students.
- To offer observation opportunities to a range of health professional students
- To provide clinical supervision, education and support to colleagues, as necessary.
- To provide specialist clinical advice to other professionals.
- To develop, organise, plan and deliver specialist training sessions to staff within the adult speech and language therapy service, as required. Develop and deliver training to other health professionals, carers and volunteers.
- To explain the role of Speech and Language Therapists to visitors, students and volunteers.
- To participate in departmental research and clinical governance/audit projects/collect and provide research data as required.
- To oversee and supervise the work of a speech & language therapy assistant
- To participate in the staff appraisal system.

Health and Safety

- To adhere to Health and Safety policies of the organisation as appropriate to the post.
- To participate in Clinical Governance procedures for the service.
- To comply with Safeguarding policies.
- To be aware of any Health and Safety legislation or policy in relation to any area of work or practice undertaken as part of this post.
- To take personal responsibility for maintaining a safe working environment, and to report or highlight any potential dangers or risks to the appropriate person.
- To be responsible for maintaining own mandatory training
- To take personal responsibility for, and adhere to policy and guidelines in relation to lone working.
- To be responsible for the carriage, care, maintenance and security of equipment being used in clinical work and clinical area, informing the Professional Manager of Speech & Language Therapy of any requirement for repair or replacement, and any additional items required.

Service Improvement

- To make suggestions about improvements or changes to the service to benefit clients, carers or the organisation.
- To participate in audit, service evaluation and research with colleagues within and across the service to help develop and improve service provision.
- To keep the Professional Manager of Adult Speech & Language Therapy apprised of the needs of the service to the client group.

Quality

- To be accountable for own professional actions and recognise own professional boundaries, seeking advice as appropriate.
- To work independently, without direct supervision.
- To take responsibility for discharging clients according to clinical need and/or Trust procedure.
- To operate in accordance with the policies and guidelines of the Speech and Language Therapy Department and the Royal College of Speech and Language Therapists.
- To develop and participate in new initiatives in areas of quality standards and clinical effectiveness
- To deal with initial complaints sensitively, avoiding escalation where possible
- To actively seek second opinions/supervision from senior colleagues in all aspects of clinical management
- To participate in Clinical Governance /audit projects within local service, as agreed by line manager or Professional Manager of Adult Speech and Language Therapy (Adults), and to collect and provide research data as required
- Enable others to solve problems and address issues
- Identify issues at work and take action to remedy them
- React constructively to changing circumstances
- Recognise, respect and promote the different roles that individuals have in their team

- Recognise, respect and promote the diversity of the team
- Understand own role in the team and the wider organisation
- Arrive and leave promptly and work effectively during agreed hours
- To submit viable data regarding activity, as required by the Trust
- To comply with Royal College of Speech and Language Therapists and Health Professions Council standards, and departmental protocols and procedures.

Equality, diversity and rights

- To adapt practice to meet individual patient/carers' circumstances, including due regard for cultural and linguistic differences
- To be sensitive to the individual needs of clients and families affected by disability
- To be aware of the needs of clients and families in relation to their language, culture, religion, ethnicity and gender
- To actively challenge, and where necessary report any incidence of abuse or discrimination in line with organisational policy and procedure.
- To be aware of and attend relevant training.

Assessment and treatment planning

- To use specialist knowledge to assess and diagnose adults referred with a wide range of voice, communication and swallowing problems by case history taking, and using detailed formal and informal assessment methods and materials, including manual examination.
- To undertake specialised assessments utilising developed clinical observation and judgement, combined with specialist theoretical knowledge, taking a holistic perspective of the clients' needs.
- To use assessment findings to provide differential diagnosis, seeking advice as appropriate, and to then determine treatment options for the client group. Includes working with medical team to establish and facilitate patients' ability to participate in decision making processes.
- To use specialist knowledge to diagnose and manage patients with complex dysphagia, referring for instrumental assessment as appropriate.
- To assess and advise on the provision of communication aids, adhering to departmental protocols, requesting the involvement of external agencies.
- To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate.
- To make onward referrals to other agencies in order to assist in the diagnosis and treatments options of clients on own caseload.
- To demonstrate knowledge is underpinned by current evidence based practice
- To prepare and write detailed specialist reports.
- To participate in developing and implementing clinical standards and guidelines, and to inform service policies, including the use of research in evidence based practice.

Interventions & treatment

- To independently manage a specialist caseload, utilising theoretical knowledge to inform clinical decision making (including complex cases)
- To provide a specialist level of expertise in the assessment and management of patients with long covid and benign clinical voice disorders, including joint ENT voice clinic. May include scoping depending on experience.
- To use specialist knowledge to diagnose and manage patients with complex dysphagia via a range of informal/formal assessment techniques where the therapist identifies this as appropriate. May include instrumental assessment, depending on service needs and level of experience.
- To give information and advice to enable client, their carers and other professionals working with the client, to carry out therapy interventions and ensure ongoing support between professional treatment sessions
- To formulate and implement therapy programmes for patients, involving the use of specific techniques, and evidence based remediation programmes, reflecting best practice.
- To link with voluntary and statutory agencies, including in respect of particular clients and client groups

General

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk & North East Essex Foundation Trust Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by the East Suffolk & North East Essex Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

This job description is not exhaustive and may be amended from time to time. The post holder will be required to undertake any other duties as may be required for the effective performance of the post.

Prepared By:

Date:

Person Specification

Job Title: Specialist Speech and Language Therapist

Band: 7

Post No:

Criteria	Essential	Desirable	Measure (e.g. Application form/CV/interview)
Experience	<ul style="list-style-type: none"> Experience of working in various settings and with a range of client groups – including the long-covid and transgender populations. Experience of working as a member of a team (Speech & Language Therapy and MDT) Experience of working in demanding settings, and with organising and participating in joint clinics Significant specialist experience of working with people with benign clinical voice disorders (including complex cases) Significant specialist experience of working with adults with acquired swallowing disorders Experience of working with people with progressive/terminal illness Experience of independently managing own caseload, including patients with dysphagia as well as communication difficulties (including complex cases) Liaising with other agencies/other staff groups Clinical supervision of students/junior staff 	<ul style="list-style-type: none"> Teaching/training other staff Participation in audit/research Experience of directing SLT/Therapy assistants Experience of analysing instrumental assessments and preparing detailed reports High level interpretation of stroboscopy 	Application/ Interview
Qualifications	<ul style="list-style-type: none"> RCSLT recognised degree or equivalent Eligible for registered membership of RCSLT HCPC membership Independent dysphagia practitioner Portfolio of CPD evidence relevant to post, including specialist knowledge of the client groups outlined 	<ul style="list-style-type: none"> Evidence of attendance at specialist voice/dysphagia courses Evidence of Videofluoroscopy/FEES Competency specialist training/experience Ability to travel to different places of work/driving licence 	Application/ Interview

Knowledge	<ul style="list-style-type: none"> • Specialist knowledge of anatomy and physiology related to long covid, clinical voice disorders and dysphagia profiles, including current approaches to treatment and rehabilitation • Knowledge of outcome measures and evidence based practice in relation to long- covid, voice and dysphagia assessment and therapy intervention • Independent clinical assessment of dysphagia and clinical voice disorders (including complex cases) • Specialist interpretation of results of assessments • Assessment of communication impairments by various means, including informal assessment and formal assessment • Differential diagnosis of patients with multiple aetiologies • Understanding of triage/clinical prioritisation • Assessment/knowledge of alternative/ augmentative communication systems 	<ul style="list-style-type: none"> • Knowledge of use of instrumental assessments in dysphagia management. • Involvement in audit/clinical governance within Speech and Language Therapy • Use of outcome measures and evidence based practice. • Awareness of change in NHS and current legislation 	Application/ Interview
Personal Skills	<ul style="list-style-type: none"> • Highly developed communication/interpersonal skills • Highly developed listening and observation skills • Good administrative skills, including word processing • Time management/prioritisation skills • Critical appraisal skills • Ability to work flexibly • Ability to manage operational aspects of a service in absence of line manager on occasion as requested. • Insight into own strengths/weaknesses • Ability to self-determine development needs • Recognition of requirement for and means of accessing guidance/support 		Application/ Interview