



Looking after you locally

Job Description

Job Details

Job Title:	Specialist Speech and Language Therapist (if Band 6)
Job Reference Number:	
Band:	6
Ward / Department:	Adult Learning Disability Team Learning Disability Intensive Support Service
Directorate / Locality:	Adult Learning Disability service
Essential Qualifications:	Speech and Language Therapy degree or equivalent as recognised by RCLST and HCPC.

Job Purpose

- To provide high quality Specialist Speech and Language Therapy assessment, differential diagnosis and treatment for adults with communication and swallowing disorders who require specialist support from Adult Learning Disability services.
- To work collaboratively across the Adult Learning disability Service to ensure a seamless provision of services linking with mainstream services (both acute and community) when required.
- To develop targeted therapy programmes to be carried out by Speech and Language Therapists, Therapy Assistant Practitioners and students.
- To work as part of an interdisciplinary team to ensure inter-professional patient care for adults with a learning disability with communication and swallowing disorders.
- To contribute to service development and data collection within Adult Learning Disability services.
- To supervise colleagues and students in the assessment and management of adult patients with swallowing and communication difficulties as a result of having a

learning disability rehabilitation and if working at a band 6 level supervise and support Band 5 colleagues and therapy assistant practitioners.

- To act as a Care Coordinator for patients with complex healthcare needs who require ongoing monitoring and support due to the complexity and unpredictability of their health needs.

Organisational Arrangements

Accountable To:

**Speech and Language therapy Professional Lead,
Adult Learning disability services**

Reports To:

Health Tam Manager (ISS)

Responsible For:

If Band 6 post, responsible for Band 5 Speech and Language Therapy colleagues and Therapy Assistant

Structure Chart

Main Duties & Responsibilities

Clinical

- To carry out the assessment, implementation and evaluation of evidence based specialist treatment programs for patients who have a learning disability, who may have a range of impairments and complex health needs.
- To be professionally and legally accountable for all clinical decisions and professional actions and to ensure that work is within professional standards, clinical guidelines and in line with evidence based practice.
- To provide assessment and clearly planned SLT intervention for patients with a learning disability with a communication and swallowing disorders.
 - To devise, monitor, supervise and evaluate the implementation of communication and swallowing intervention programmes carried out by others.
- To sensitively negotiate patient-led goals with patients, families, carers and the interdisciplinary team, in order to enable patients to engage in treatment, and to ensure that patients are involved in the planning and prioritisation of their care plans where possible.
 - To develop targeted therapy programmes to be carried out by Speech and Language Therapists, Therapy Assistant Practitioners and students.
- To participate in team meetings working to enhance patients' functional abilities.

- To adapt assessment and intervention techniques to the needs of the individual patients on an ongoing basis, including use of augmentative and alternative communication systems as appropriate.
 - To demonstrate skills in dealing with complex cases, cultural and linguistic differences, and to generate appropriate strategies for caseload management in the adult learning disability population.
 - To identify the need for second opinions, referring to senior colleagues as appropriate.
 - To refer to and participate in investigative assessments as a patient's need dictates (e.g. participation in Modified Barium Swallow or FEES, led by the Speech and Language Therapy team based at the local acute hospital)
 - To contribute to assessment and complete re: patients' mental capacity and ability to give informed consent ~~with support from senior colleagues~~, and to assist patients to maximise their independence in decision-making and communicating their wishes.
 - To work closely with all appropriate agencies and colleagues to ensure comprehensive management of patients' SLT needs, providing written and verbal reports as appropriate, enabling all parties involved to fully understand the nature of the patient's communication and swallowing disorders.
 - To provide information which may be complex to patients, carers and families in an empathic manner which enables and ensures their understanding (patients will frequently have communication and/or cognitive difficulties, as well as emotional difficulty accepting the information being provided), observing data protection guidelines.
 - To act as Care Programme Approach Coordinator as required.
 - To effectively prioritise the workload according to the needs of the patients in each service.
 - To enable patients who have communication disorders to access information and services in order for them to make informed decisions about their care, including utilisation of bodies such as INTRAN where appropriate, symbol software etc.
 - To recognise the possible emotional consequences of working with patients and families in distressing circumstances, such as delivering bad news about prognosis, and to know where and when to seek appropriate assistance.
 - To demonstrate empathy with patients, carers, families, and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist.
 - To keep up-to-date with current clinical and technological advances in liaison with senior colleagues.
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- To provide education, training and advice to patients, carers, colleagues, students, and voluntary organisations.
 - To work closely and flexibly with colleagues across both health and social care as an integrated Adult Learning Disability Team in order to provide a seamless service to patients.
 - To develop resources to meet patient requirements and for departmental use.
 - To work in a variety of settings including patient's homes, hospital wards and care homes.
 - To maintain registered membership of the Royal College of Speech and Language Therapists and HCPC.
 - **And in addition, the band 6 post holder should be able:**
 - To work autonomously, carrying out the assessment, implementation, and evaluation of evidence-based specialist treatment programmes for patients with a learning disability who may have a range of impairments and complex health needs across communication and dysphagia.

- To demonstrate specialist skills in dealing with complex cases, cultural and linguistic differences, and to generate appropriate strategies for caseload management in the adult learning disability population.
- To support junior colleagues in their patient management and identify the need for second opinions, referring to senior colleagues as appropriate.
- To represent the Adult Learning Disability Service in the clinical environment as requested by the Professional Lead and to report back as appropriate.

Service Development

- To identify and address the speech and language therapy professional development and training needs for junior colleagues within the adult learning disability service in negotiation with the and Health Team Manager and to contribute to their annual PDR.
- To audit the clinical effectiveness of interventions within the teams, applying the principles of Evidenced Based Practice and outcome measures. These are to be discussed with Professional Lead as appropriate.
- Interpret clinical guidelines and adapt local service needs based on specialist knowledge.
- To assist in recruitment and induction of new staff within the Adult Learning Disability Service.
- To work collaboratively with colleagues across the Integrated Adult Learning disability Services and support professional leads to improve patient care and share best practice across the service.
- To assume delegated tasks as requested by professional lead and health team managers related to service development.
- To participate in the development of local guidelines informed by evidence in the area of Adult Learning Disability Services.
- **And in addition, the band 6 post holder should be able:**
- To act as an adult learning disability specialist speech and language therapy resource and provide advice and support to other members of the Community Learning Disabilities Service, service users, community colleagues and professionals from external agencies.

Education, Training and Supervision

- To provide observation opportunities for prospective SLT career candidates, students from other health professions and non-health related individuals as requested by Team Leader.
- To contribute to the clinical training of Speech and Language Therapy undergraduates on placements, in agreement with Professional Lead and Student Co-ordinator on completion of clinical, placement educator training.
- To support the work and contribute to the development of assistants and volunteers in the adult learning disability service.
- To provide teaching /training for colleagues (both health and social care) in relation to communication and swallowing difficulties pertaining to adults with a learning disability.

Quality, Research, Audit and Governance

- To collect, input and monitor own caseload data and report to the Professional Lead as required by the Speech and Language Therapy department, Adult Learning Disability service, Trust and National Targets.
- To inform the Professional Lead of any variations to service delivery, changing priorities and needs, and their likely impact to the provision of service within the adult learning disability service.
- To monitor stock levels and request new equipment where necessary, and to carry out yearly stock-take of equipment.
- To participate in Clinical Governance, Research and Development and Audit activities as required by professional Lead and Health Team Manager.
- To keep assessment, treatment materials and equipment up-to-date, safe (following infection control procedures) and in good order, informing the Professional Lead of needs and opportunities identified.
- To maintain an up to date record of communication equipment loaned to patients.
- To work with the Team Leader, Advanced Specialist Speech and Language Therapists and the teams, in the development of clinical standards, care protocols, policies and procedures for specific clinical issues and further service developments.
- To assist in the development of team objectives and projects in liaison with the Speech and Language Therapy team and Professional Lead
- To be aware of, adhere to, and implement service and team plans and policies.

Trust Values



Community

- As one Trust, we enhance the lives of our patients through our commitment, support and working together
- We are proud to serve our local Community by providing integrated quality services with our partner organisations
- We respect and value the trust we are given to enter our patients' homes and lives



Compassion

- We provide compassionate, co-ordinated and personalised quality care that is safe and effective
- We empower and educate our patients and their carers in the effective delivery and management of their own independence, health and wellbeing
- We are dedicated to holistic, compassionate care and demonstrate this through our commitment to our personal and professional development



Creativity

- Our expertise, commitment and creativity are key to the successful delivery of our services
- We are always open to new ideas that support us in delivering effective compassionate care to our patients
- We continuously innovate and implement efficient delivery of care

Trust Behaviour Framework

- All post holders are required to adhere to the Trust's Behaviour Framework in the undertaking of their duties.



Care Respect and Dignity	We strive to understand each individual patient, service user, carer and customer's total needs as well as valuing and respecting our peers and colleagues.
Working Together for the Community	We are one team, whether working in teams locally, across NCH&C or with our partners for the benefit of our patients and services.
Integrity	We maintain high ethical standards, showing integrity and fairness in dealings with colleagues, partners and patients.
Taking Ownership	We take responsibility for our own performance, the success of our colleagues, our teams and the wider organisation.
Innovation, Flexibility and Resilience	We continuously seek more innovative ways of delivering care to patients and persevere in the face of challenging situations.

Research & Development

- May be required to undertake surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Safeguarding Clause

- Norfolk Community Health and Care NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and where applicable to the role successful applicants will be required to undertake a criminal records check via the Disclosure and Barring Service (DBS).

Infection Control

- Norfolk Community Health and Care NHS Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by Norfolk Community Health and Care NHS Trust.

Health and Safety

- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.
- To ensure the appropriate use of equipment and facilities and the environment is maintained in good order.

- To take the necessary precautions to safeguard the welfare and safety of themselves, patients, staff and visitors, in accordance with the Health and Safety at Work Act.
- To undertake appropriate Health and Safety training to support safe working practice including, where appropriate, its management.

General

- All staff are required to respect confidentiality of all matters that they learn as a result of the employment with the Trust, including matters relating to other members of the staff and members of the public/patients.
- Maintain appropriate patient and clinical records in line with the Trusts policies and procedures, and in line with the agreed service specification.
- The post holder will be expected to participate in an annual appraisal of their work where the job description will be reviewed and objectives set. In line with the annual personal development plan the post holder will be expected to undertake any training or development required to fulfil their role.
- Ensure that all patients, clients and colleagues are treated at all times in an equitable manner, respecting diversity and showing an understanding of diversity in the workplace.
- The post holder must carry out their responsibilities with due regard to the Trust's Equality and Diversity Policies, Procedures and Schemes and must ensure that equality is promoted at all times.

Person Specification

Essential defines the minimum criteria needed to carry out the job and the job cannot be done without these.

Desirable refers to criteria which are not essential and which successful applicants would be expected to acquire during their time in post. The desirable requirements are not taken in to consideration in a job evaluation panel. **Please note if you are applying for a Band 6 position, the asterisked areas (in the 'Desirable' column) WILL be considered in a job evaluation panel and are considered essential**

Criteria	Essential	Desirable	Method of Assessment (Certificates / Application Form / Interview / Document Check)
Qualifications	<ul style="list-style-type: none"> • Attainment of relevant qualifications in Speech and Language Therapy as recognised by RCLST and HCPC or equivalent. • Registered member of RCLST and HCPC • Completion of RCLST Newly Qualified Practitioner Competencies 	<ul style="list-style-type: none"> ▪ Completion of basic dysphagia training e.g. Inter professional dysphagia framework at the level of specialist dysphagia practitioner or IASLT entry level * 	Certificates/other documentation
Experience	<ul style="list-style-type: none"> • Clinical experience as a Speech and Language Therapist • Undergraduate clinical experience in adult acquired communication and swallowing disorders. 	<ul style="list-style-type: none"> • Case load management experience* • Post-graduate clinical experience working within neurology/stroke care independently managing communication and swallowing disorders* • Experience/observation of dysphagia, Video fluoroscopy, Fibre optic Endoscopic Evaluation of Swallow at undergraduate or post graduate level* 	Application form/interview

		<ul style="list-style-type: none"> • Experience in working within a multidisciplinary team* • Experience of participating in research and/or audit projects* • Experience of voluntary or paid work with a relevant organisation or patient group. • Experience in the supervision of Rehabilitation Assistants (or equivalent). 	
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> • Basic knowledge of acquired communication disorders and dysphagia, their assessment, therapeutic interventions and management approaches. • Able to develop the confidence to work independently and recognise when to seek advice. • Able to demonstrate functional understanding of the principles of equality and diversity within the context of SLT practice. • Good communication and presentation skills, both written and verbal. • Able to work within an interdisciplinary team. 	<ul style="list-style-type: none"> • Ability to independently manage a caseload of patients with communication and swallowing disorders* • Special interest in stroke rehabilitation* • Knowledge and application of national guidelines for stroke and relevant standards and outcome measures* • Ability to demonstrate excellent communication and interpersonal skills, both individually and in a team* • Ability to organise workload and manage time effectively* • Ability to evaluate research evidence and apply relevant outcome measures* • Evidence of own development through appraisal. • Membership of relevant Clinical Excellent Networks/ Special Interests Groups. • Well-developed negotiation skills. 	Application form/interview

Communication	<ul style="list-style-type: none"> • Basic level of computer skill including use of Microsoft Word, Outlook and Excel. • Able to adapt communication relevant to individual's needs and competence. For example interacting with persons with aphasia, their families, other professionals in a range of roles. 		Application form/interview
Personal and People Development	<ul style="list-style-type: none"> • Experience in educating/informing patients and families 	<ul style="list-style-type: none"> • Good teaching and presentation skills – ability to pass on knowledge to others formally/informally on an individual/group basis with variety of media* • Ability to support junior colleagues* 	Application form/interview
Personal Attributes / Behaviours (linked to the Trust's Behaviour Framework)	<ul style="list-style-type: none"> • Able to identify with the Trust's commitment to safeguarding and promoting the welfare of children and young people/vulnerable adults. • Able to empathise with patients who may have life changing, progressive and/or terminal medical conditions • Willingness to learn from more experienced colleagues 	<ul style="list-style-type: none"> • Ability to work independently with initiative and flexibility* • Enthusiastic and able to work under pressure and maintain high professional and personal standards* • Commitment to team and personal development* • Flexible and adaptable – good problem solving skills* • Willing to take on new challenges and responsibilities* 	Application form/interview
Other	<ul style="list-style-type: none"> • Able to make accurate auditory and visual observations • Must hold full and valid UK driving licence and have access to a vehicle • Able to communicate effectively in written 		Application form/interview/ documents

	<p>and verbal English language</p> <ul style="list-style-type: none"> • Able to work flexibly including contributing to a weekend therapist rota if required in the future. 		
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Supplementary Information

Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

FREEDOM TO ACT

		YES	NO
1.	Does the post holder generally work without close supervision?	Y	
2.	Does the post holder work without direct access to a manager?		N
3.	Does the post holder work without access to a manager by telephone?		N
4.	Is the post holder the lead specialist in their field?		N

Each YES response requires completion in the 'Further Information' Section

How often on average does the post holder give guidance and advice to others?

Daily: Weekly:

Other frequency (please comment)

Will give guidance and advice as necessary, depending on cases and requirement

How often is the post holder's work checked / monitored / assessed?

Daily: Weekly:

Other frequency (please comment)

Close supervision at the start of the post, leading to more independent working

PHYSICAL EFFORT

	YES	NO		YES	NO
1. Working in uncomfortable conditions		N	9. Standing / sitting with limited scope for movement		N
2. Working in physically cramped conditions		N	10. Kneeling, crouching, twisting, bending, stretching		N
3. Making repetitive movements		N	11. Walking for long periods		N
4. Lifting weights / equipment without mechanical aid		N	12. Heavy duty cleaning		N
5. Climbing or crawling		N	13. Pushing / pulling trolleys or similar equipment		N
6. Manipulating objects		N	14. Working at heights		N
7. Manual Digging		N	15. Controlled restraint ie in post requiring training/certification		N
8. Running		N	16. Moving patients	Y	

Each YES response requires completion in the 'Further Information' Section

MENTAL EFFORT

	YES	NO		YES	NO
1. Carry out formal student / trainee assessments	Y		8. Prepare detailed reports	Y	
2. Carry out clinical / social care interventions	Y		9. Check documents	Y	
3. Analyse statistics	Y		10. Drive a vehicle	Y	
4. Operate equipment / machinery		N	11. Perform calculations	Y	
5. Give evidence in court / tribunal / formal hearings		N	12. Make clinical diagnoses	Y	
6. Attending meetings (if yes, describe role in 'Further Info')	Y		13. Carry out non-clinical fault finding		N
7. Carry out screening tests / microscope work		N			

Each YES response requires completion in the 'Further Information' Section

EMOTIONAL EFFORT

1. Processing (e.g. typing / transmitting) news of highly distressing events
2. Giving unwelcome news to patients / clients / carers / staff
3. Caring for the terminally ill
4. Dealing with difficult situations / circumstances
5. Designated to provide emotional support to front line staff
6. Communicating life-changing events
7. Dealing with people with challenging behaviour
8. Attending scenes of accidents

YES NO

Y	
Y	
Y	
Y	
	N
Y	
Y	
	N

Each YES response requires completion in the 'Further Information' Section

WORKING CONDITIONS

	YES	NO		YES	NO
1. Inclement Weather	Y		11. Humidity		N
2. Extreme Temperatures		N	12. Contaminated equipment / work area		N
3. Unpleasant Smells	Y		13. Driving / Being Driven (normal conditions)	Y	
4. Noxious Fumes		N	14. Driving / Being Driven (emergency conditions)		N
5. Excessive noise / vibration		N	15. Fleas / Lice / Infestation		N
6. Continuous use of VDU equipment		N	16. Dangerous Chemicals - Substances in Containers		N
7. Unpleasant Substances	Y		17. Dangerous Chemicals - Substances (uncontained)		N
8. Infectious Material		N	18. Exposure to verbal aggression (little/no support)		N
9. Body fluids, Faeces / Vomit	Y		19. Exposure to physical aggression (little/no support)		N
10. Dust / Dirt	Y				

Each YES answer requires completion in the 'Further Information' Section

FURTHER INFORMATION

Please enter details of YES responses

Element (e.g. Mental Effort)	Ref No	Details of frequency & intensity
Freedom to Act		The Post Holder will work independently with patients on a regular basis, both on the Ward and in their homes. However, supervision is available as necessary, and the post holder will have a period of induction and joint working before seeing patients alone.
Physical Effort		The post holder may, on occasion, be required to assist with moving patients, either to reposition in bed to facilitate swallow or communication assessments, or to assist patients in attending communication group.
Mental Effort		The role is a clinical one, so the post holder will have to carry out clinical assessment and intervention on a daily basis. Student evaluations will be less frequent (up to daily if lead educator for a clinical placement SLT student, for a period of 8 weeks). The post holder will be required to drive on ESD days (2-3 days per week)
Emotional Effort		The post holder will be working with patients and families who have been through life altering illness (stroke). It is difficult to say how frequently the post holder will need to interact with difficult news, either receiving it about patients or having to give it, but it is an expected part of the job. Some patients' post-stroke impairments may lead to episodes of challenging behaviour. In general this does not happen frequently, but may occur. Support is available for staff affected by difficult news and situations.
Working Conditions		The nature of the job means that the post holder may be subject to unpleasant smells and bodily fluids in the course of any day. Driving is required as part of the ESD post, which may also mean encountering inclement weather between residences and work base.

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Manager responsible for completion of this document

Name:	Miriam Horne/Ginni Brinkley
Member of Staff to whom this document relates:	
Date Completed:	02/04/2019
Review Date:	

Post Holder's Signature

Manager's Signature

Date Job Description Agreed

DISTRIBUTION: One copy to member of staff, one copy to personal file.

Please ensure Job Description is agreed and signed by both manager and employee