

THERAPY, DIETETIC and MOBILITY SERVICES

JOB DESCRIPTION

JOB TITLE: Specialist Speech & Language Therapist
Fixed term contract for 12 months.

BAND: Band 6

HOURS: 22.5 hours per week

LOCATION: Airedale General Hospital

MANAGERIALLY ACCOUNTABLE TO:

Adult speech and language therapy community team leader, Therapy Services Manager and ultimately the Head of Therapy Services.

PROFESSIONALLY ACCOUNTABLE TO:

Professional Lead for speech and language therapy.

KEY RELATIONSHIPS:

Speech and language therapists
Acute nursing and medical staff
Dietetics
Occupational Therapy
Physiotherapy
Psychology
Stroke Nurses
Stroke and Rehab Consultants
Nursing homes
Radiology

Service Description:

The Adult Speech and Language Therapy team provides assessment and treatment for people who have acquired neurological disorders. This particular post is within the Community Stroke team. You will be based at Airedale General Hospital and working in Community settings. The post holder will work as part of the Community Stroke team and Speech and Language Therapy team and take part in the planning and implementation of a range of therapeutic activities with patients, to improve communication, swallowing and functional skills.

The service is based at Airedale General Hospital and operates between 08.30 and 16.30 on a Monday to Friday. There may be a need to work flexibly to meet service needs and to support 7-day service in Stroke.

Job Summary

- To prioritise, plan and deliver clinical case work within
- To apply evidence-based, specialist knowledge and skills within the Community Stroke team and inpatient adult speech and language therapy service.
- To work with a caseload of patients requiring acute dysphagia management and communication therapy.
- Provide a key role in partnership working with patients, carers, the MDT, and wider statutory, private and voluntary sector services.
- To support team members in ensuring the effective functioning of the team
- To actively participate in quality improvements to improve the Community Stroke team and inpatient Adult Speech and Language Therapy service.
- Provide support to the clinical lead and service managers deputising for them as required
- Provide effective student training and development

In pursuing these duties the post holder will ensure compliance with the NHS Constitution and the Trust's Right Care strategy.

Principle Duties and Responsibilities:

1. Clinical

- 1.1. Provide timely and efficient speech and language therapy to patients according to clinical protocols and service priorities.
- 1.2 Ensure patients receive a high standard of clinical care and that you meet the standards expected from The Royal College of Speech and Language Therapy.
- 1.3 Use investigative and analytical skills to undertake a comprehensive, specialist assessment of the patients with complex acquired communication and / or swallowing needs.
- 1.4 Reflect on complex facts gathered or situations presented and use analysis and judgment skills to consider options for interventions, and outcomes.
- 1.5 Formulate individual management and treatment plans, using advanced clinical reasoning and a wide range of treatment skills, including Alternative Augmentative Communication needs at a basic level with guidance from AAC specialist colleagues.
- 1.6 Plan and implement specialist speech and language therapy interventions / care packages in partnership with the service user, with the carer as necessary and in consultation with colleagues.
- 1.7 Plan and organise to carry out assessment and interventions in the most appropriate setting.

- 1.8 Monitor and evaluate the outcome of specialist interventions in partnership with the service user if possible, with the carer if necessary and in consultation with colleagues.
- 1.9 Collaborate with the MDT to develop and improve patient pathways.
- 1.10 Respond to unforeseen situations that take precedence over planned work.
- 1.11 Provide advice, teaching and instruction for relatives, carers, and other health professionals to promote understanding of the aims of the Community stroke team speech and language therapy service and to ensure a consistent approach to patient care.
- 1.12 Provide specialist advice to therapy and dietetic colleagues working within other clinical areas across the Trust.
- 1.13 Train and supervise junior therapists, assistants and students. This will include the use of formal appraisal documentation.
- 1.14 Use highly developed communication skills to establish good working relationships with colleagues, service users and carers.
- 1.15 Use verbal and non-verbal communication skills and sensitivity with patients, relatives and carers to overcome barriers to communication e.g. loss of hearing, altered perception, expressive and receptive dysphasia, pain, anxiety, tracheotomy, problems with cognition.
- 1.16 Deal effectively with complex, sensitive or contentious communications
- 1.17 Provide courtroom ready written reports / written advice reflecting specialist knowledge for relevant agencies as appropriate.

2. Leadership and Management

- 2.1 Follow supervision guidelines and consult with clinical lead to ensure optimum outcome for complex patients with clear presentation of complex facts and analysis to enable effective decision making
- 2.2 Recognise and respond to changing team priorities and unforeseen situations that take precedence over planned work.
- 2.3 Contribute to the planning and development of the Community Stroke team and speech and language therapy service, in partnership with team members, team lead and operational managers
- 2.4 Take responsibility and lead on delegated tasks and service development activities.
- 2.5 Communicate effectively within the immediate team, MDT and with other internal and external organisations e.g. relevant services and voluntary sectors

- 2.6 Plan, deliver and evaluate appropriate clinical training to students ensuring all clinical protocols are accurately followed
- 2.7 Ensure equipment is stored in adherence with to relevant policies and that you are up to date with competencies to use equipment within the adult speech and language therapy service.
- 2.8 Contribute to the development of the Community Stroke team and adult speech and language therapy department protocols policies and procedures designed to improve patient care and experience
- 2.9 Adhere to health and safety policies and procedures
- 2.10 Raise incidents and near misses using the incident reporting systems.
- 2.11 Ensure all team members you supervise participate in supervision and annual development review processes.
- 2.12 Have an awareness the need for cost efficiencies being aware of the need for judicious use of resources and maintaining stock control
- 2.13 Deputise for team leader / clinical lead in their absence
- 2.14 Be prepared to work flexibly in terms of time and workload to meet service needs.

3. Personal and Professional Development

- 3.1 Adhere to the Health and Care Professions Council (HCPC) Standards of Proficiency and Code of Ethics and Professional Conduct for adult speech and language therapy and maintain current professional registration.
- 3.2 Maintain own continuing professional development (CPD) by keeping abreast of new trends and developments, use of reflective practice and incorporating learning into working practice.
- 3.3 Attend and present in-service training sessions at designated times and at staff meetings sharing existing knowledge and skills and feeding back from external courses.
- 3.4 Be a role model for professional behaviours in all aspect of practice.
- 3.5 Ensure compliance with supervision and appraisals standards and maintain a professional portfolio both as a supervisor and supervisee.
- 3.6 Support team to participate in relevant internal and external research and quality improvement projects.
- 3.7 Establish links with other clinicians specialising in Community stroke and speech and language therapy through regional and national groups to promote sharing of good practice and evidence-based research.
- 3.8 Facilitate and engage in practice placement education (PPE) and ensure that PPE standards are upheld by all staff.

4. Service Improvement and Governance

- 4.2 Evaluate individual and group interventions through the use of outcome measures and audit, and implement necessary service improvements.
- 4.3 Where there is an identified need for a new or updated policy or procedure in own work area as a result of an evaluation ensure that this is implemented.
- 4.4 Undertake research and audit within Community Stroke and adult speech and language therapy and present the results to the team and wider MDT.
- 4.5 Keep abreast of new research and clinical developments
- 4.6 Respond to requests for information and actions in a timely manner.
- 4.7 Participate in the development of risk assessments strategies Community Stroke and for adult speech and language therapy.
- 4.8 Attend the clinical governance meetings for Community Stroke and speech and language therapy and contribute to the operational planning and monitoring of the service.
- 4.9 Assist with the development and implementation of Trust and therapy wide service quality improvements strategies
- 4.10 Ensure maintenance of accurate, comprehensive and up-to-date documentation in line with professional, legal and service requirements.
- 4.11 Communicate clinical and personal information confidentially and in an appropriate format
- 4.12 Follow Trust and departmental policies and guidelines

5. Professional Registration/Codes of Conduct

Be aware of and comply with the relevant codes of conduct and practice set up by the Health and Care Professions Council (HCPC) and maintain professional registration. Any breach of these codes may lead to action by the Trust independent of any taken by the Health and Care Professions Council.

6. Safeguarding Children & Adults

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults

7. Health & Safety

Be responsible, in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies a healthy and safe environment for relevant clients and patients, employees and trainees, volunteers, visitors and members of the public on our premises, contractors and other people using the Trust's services, and for the provision of the information,

training and supervision that is required to achieve this responsibility. This requires you to:

- Comply with any health and safety regulations or trust policies or procedures that affect your area of work.
- Raise matters of non-compliance with your manager or other advisers to reach appropriate solutions.
- Are familiar with the Trust's Health and Safety Policy and your department's Health and Safety Control Book or Manual.

8. Manual Handling

Manoeuvre **light and heavy** goods and equipment and assist people to move, in accordance with manual handling regulations and good practice.

9. Equal Opportunities

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

10. Infection Prevention and Control

Be responsible, in respect to your area of work, for ensuring so far as reasonably practicable and in accordance with Trust policies, that all staff are aware of their individual responsibilities in regard to infection prevention and control, and for the provision of the information, training and supervision that is required to achieve this responsibility. This requires you to:

- Maintain a safe infection prevention and control environment for yourself and others
- Be familiar with and comply with Trust guidelines, policies and procedures relating to Infection prevention and control
- Raise matters of non-compliance with your manager or other advisers to reach appropriate solutions
- Ensure that infection prevention and control guidelines, policies and procedures are distributed to relevant staff
- Ensure procedures specific to your specialty are in place, in collaboration with the Infection Control Team
- Ensure that infection prevention and control forms part of staff appraisal

11. Mandatory Training

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

12. Information Governance

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the

course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility

13. Restriction on Smoking

The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

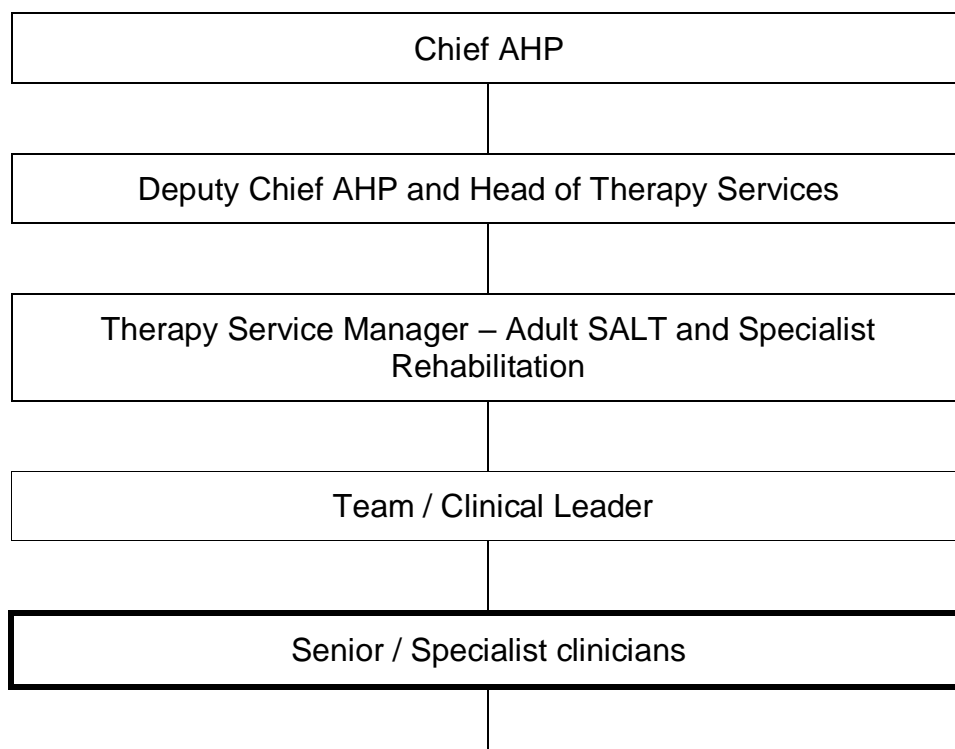
The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

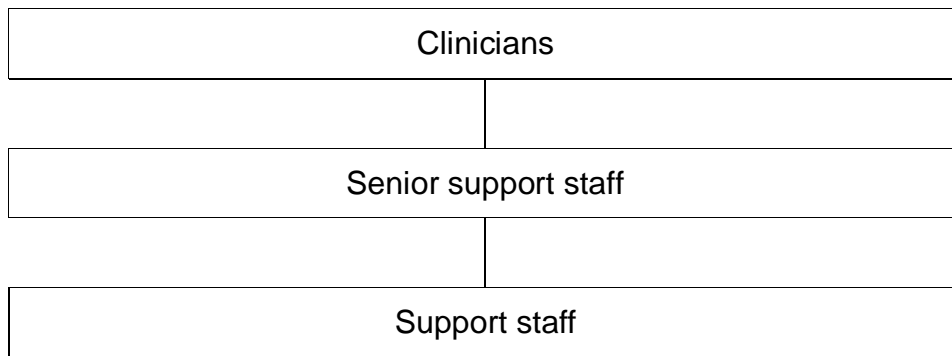
This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.

ORGANISATIONAL CHART

(Add appropriate managerial and professional organisational chart for team/clinical area)

Managerial Organisational Chart





THERAPY, DIETETIC and MOBILITY SERVICES

PERSON SPECIFICATION

TITLE OF POST	<i>Specialist Speech and Language Therapist in Community Stroke team</i>
BAND	6
DEPARTMENT	Adult Speech and Language Therapy
LOCATION	Airedale General Hospital.

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	<p>Degree or equivalent pre-registration award in Speech and Language Therapy.</p> <p>State registrations with the Health Care Professions Council</p> <p>Recent post graduate courses relevant to adult speech and language therapy.</p> <p>Dysphagia trained.</p> <p>Completion of course in Professional Practice education.</p>	<p>Successful completion of a professionally validated specialist courses</p> <p>MSc modules in a relevant area of practice</p> <p>Leadership courses</p> <p>ECDL or formal qualifications in word processing and spreadsheets</p> <p>Member of relevant Professional special interest groups/organisations</p>	Application form
Experience	<p>Relevant and recent experience working at band 5 level</p> <p>Relevant and recent experience working in adult speech and language therapy.</p> <p>Experience of multidisciplinary team working and working collaboratively with other professions and agencies including statutory, private and voluntary</p>	<p>Experience of working at band 6 level</p> <p>Experience of communication and swallow assessments and treatments.</p> <p>Experience of taking part in or leading on Projects / service improvements</p> <p>Experienced in use of IT applications</p>	Application form/ interview/ references/ CPD portfolio

	<p>sector services</p> <p>Experience of guideline development, implementation and audit</p> <p>Experience of clinical supervision both as supervisee and supervisor</p> <p>Recent experience of student training</p>	<p>Experience of taking part in or leading an audit or research project</p>	
Knowledge	<p>Knowledge and clinical reasoning skills to support advanced clinical practice in adult speech and language therapy.</p> <p>Knowledge of the roles of other professionals and the principles of partnership working</p> <p>Knowledge of clinical standards and ability to implement and audit these in the team</p> <p>Knowledge of the principles of clinical governance,</p> <p>Knowledge of the principles of student-centred learning and reflective practice</p> <p>Knowledge to promote and support equality and value diversity</p> <p>Knowledge of the NHS constitution</p>	<p>Knowledge of relevant national and local legislation relevant to adult speech and language therapy.</p> <p>Specialist knowledge and clinical reasoning skills to support expert Clinical practice in adult speech and language therapy.</p>	<p>Application form/ interview/ references/ CPD portfolio</p>
Skills	<p>Ability to work well within a team</p> <p>Excellent planning and organisational skills</p> <p>Excellent communication and counselling skills including observation, listening and empathy</p>	<p>Motivational interviewing skills</p> <p>Audit and critical appraisal skills</p> <p>Ability to facilitate skills in others</p>	<p>Application form/ interview/ references/ CPD portfolio</p>

	<p>Able to adjust style to suit the situation</p> <p>Highly developed negotiation and problem-solving skills in complex situations</p> <p>Excellent analytical and reflective skills</p> <p>Excellent presentation skills, both written and verbal, and ability to adjust style and content as appropriate</p> <p>Ability to work under pressure and meet deadlines</p> <p>Ability to cope with working in a stressful environment, including emotional or aggressive patients and carers</p> <p>Ability to concentrate and work intensely in a busy environment</p>		
Personal Attributes	<p>High degree of self-motivation and initiative</p> <p>High degree of integrity and reliability</p> <p>Approachable, tactful and diplomatic</p> <p>Resilient and confident</p> <p>Highly flexible to meet own and service needs and be open to new ideas</p> <p>High degree of energy and enthusiasm</p> <p>Works independently within parameters set by codes of conduct, professional guidelines and policies</p> <p>Conducts self professionally at all times and able to adapt approach to a range of situations.</p>	<p>Actively contributes to the improvement of services by engaging service users.</p> <p>Actively seeks responsibility, accountability and autonomy</p>	Interview/references
Other	Current UK Driving Licence		Application form

	Access to own transport		
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