

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Senior Specialist Speech &amp; Language Therapist</b>
<b>Professionally/Managerially Responsible to:</b>	<b>Clinical Lead SLT; Divisional Lead for Adult SLT Services</b>
<b>Ultimately Accountable to</b>	<b>Divisional Lead for Adult SLT Services</b>
<b>Ward/Department:</b>	<b>Speech &amp; Language Therapy</b>
<b>Base:</b>	<b>Manchester Royal Infirmary</b>

### **Job Summary**

- To provide an efficient and high-quality specialised speech & language therapy service for patients based on the Stroke Unit.
- To be the senior SLT on the unit and provide day-to-day leadership of the unit's SLT team.
- To provide instrumental assessments (FEES and VF) alongside SLT colleagues for patients within the unit and on site at Manchester Royal Infirmary.
- To participate in MDT and SLT research, audit and service development initiatives.
- As an experienced autonomous practitioner, assess, diagnose and treat patients with dysphagia and / or communication problems on their own caseload of inpatients in individual and group settings.
- To supervise Band 6 and Band 5 speech & language therapists as well as assistants and students as required.
- To participate in own professional development as well as that of others.
- To be professionally and legally accountable for all aspects of their professional and clinical work, working to agreed national and professional standards.

### **Main Duties/Responsibilities**

#### **Clinical**

- To competently carry out full consultations with patients and relevant others to establish baseline levels of communication, cognition and swallowing.
- To undertake a comprehensive assessment of patients including those with diverse or complex presentations/multi-pathologies in order to identify their problems and needs and ensure that patient's medical, psychological, social environmental and cultural factors are taken into account.
- Using clinical reasoning skills and assessment techniques:
  - Identify the problem/diagnose
  - Set appropriate treatment aims and objectives in negotiation with the patient.
  - Competently plan and carry out realistic programmes of treatment from a range of specialised therapeutic options for each patient using evidence based practice.
  - Relate findings to presenting pathology
- To adapt own communication style when communicating with people with communication, cognitive or other problems.
- To facilitate safe and timely patient discharge and to determine outcome of speech & language therapy management of the patient.
- To plan and prioritise own workload and that of less senior staff.
- Access advice and support from more senior therapists as required as part of training and Continuing Professional Development.
- To communicate complex conditions-related information to clients, carers, other family members, members of the multidisciplinary team and other professions and agencies.
- To monitor and review speech & language therapy care plans against outcome measures and adjust care plans to facilitate achievement of goals.

- To organise and attend patient-related meetings as appropriate e.g. case conferences, ward rounds and discharge planning meeting, ensuring effective communication of patients' speech & language therapy needs thus ensuring a well coordinated and comprehensive care plan.
- To take an advocacy role in helping patients and carers to express their needs, concerns and opinions to other professionals eg during educational/medial assessments, benefit claims, etc.
- To participate in any weekend rotas as necessary.
- To be competent in treating patients on an individual basis as well as in a group / class setting.
- To organise, undertake and lead videofluoroscopy and FEES assessments, as required, for patients with dysphagia within the unit and on site at Manchester Royal Infirmary.

### **Communication and Leadership**

- To be responsible for maintaining accurate and comprehensive records of assessment and treatment in line with RCSLT national standards and local policy.
- To be familiar with the Trust and Directorate organisational structure and lines of communication.
- Use a range of communication skills to establish a rapport and demonstrate empathy towards patients and carers and give effective advice to patients, staff and carers who maybe under stress.
- To sensitively impart unwelcome news/information of a difficult /sensitive nature to patients and relatives.
- To maintain a calm, professional approach to their duties.
- To exhibit a committed attitude to all aspects of work.
- To contribute to the development of a range of evidence-based educational resources.
- To communicate effectively both verbally and in writing with internal and external agencies, e.g. consultants, GP's, community staff, nurses, Social Services and support services about patient care including professional clinical reports.
- To deal with initial complaints sensitively avoiding escalation where possible seeking advice and referring to senior staff as required.
- To work with link workers or interpreters as necessary during assessment and treatment to overcome barriers of communication.
- To provide informal support/counselling and to refer for formal counselling for staff / patients as required.
- To provide formal and informal supervision for less senior staff and students.
- To produce information/advice/exercise information based on evidence-based practise for patients/relatives/carers in accordance with the Trust information group and line manager.

### **Management/Human Resources**

- Contribute to teaching, assessment and appraisal of more junior registered staff and assistants.
- Contribute to the development and supervision of speech & language therapy students on clinical placement as required.
- To explain the role of speech & language therapy to visitors, students and volunteers and at events e.g. career conventions.
- To provide peer support and contribute to peer support meetings.

### **Organisational/Planning**

- To contribute to the preparation and implementation of service objectives/business plan..
- To deputise for more senior colleagues as needed.
- To be responsible for independently organising and planning own caseload to meet service and patients priorities, readjusting plans as situations change and supporting others to do the same.
- To manage own time appropriately with support as required and seek advice appropriately.
- To contribute with multidisciplinary team, colleagues and managers to the AHP service-wide initiatives which address specific issues relating to overall service delivery.
- To develop community based clinical initiatives in liaison with external agencies
- In cases of unplanned absence, to cancel appointments and transport, reallocate workload and reorganise activity.

### **Education/Development**

- To maintain up to date requirements for the Health and Care Professions Council registration.
- To identify and work towards and achieve personal development objectives set in conjunction with the supervisor as part of the Continuing Professional Development/appraisal process maintaining an up to date Continuing Professional Diary portfolio.

- To maintain the skills and knowledge required of a speech & language therapist through reflective practice and attendance at team in-service training, informal teaching, relevant national courses, clinical specialist interest groups and other clinical meetings.
- To develop and deliver formal and informal training to other health care professionals, agencies and students from other professions and patients, with occasional support from senior staff .
- To undertake Trust and local mandatory training.

### **Management of Resources**

- Be responsible for the safe and competent use all speech & language therapy equipment and appliances used by patients under your care in hospital and in the community.
- To ensure that junior staff attain competency prior to use or issue of equipment.
- To have delegated responsibility for the security and safe use of equipment within treatment sessions, reporting and removing from use any faulty equipment.
- To be responsible for own personal safety and that of patients and personnel within the department.
- To maintain up to date knowledge of local policies and best practice guidance pertaining to equipment provision and personal competence in use of this equipment e.g. communication aids
- To organise external / internal courses to generate income for postgraduate training.
- To respond rapidly in the provision of necessary in aids and adaptation liaising appropriately with internal and external agencies

### **Clinical Effectiveness**

- To undertake clinical audit/effectiveness projects where appropriate using research methodology within the team and to involve more junior staff in this work. To implement changes in practice.
- To gather data for other research projects, clinical audits, quality assurance standards etc in line with the service/team clinical effectiveness agenda.
- To critically analyse research papers on new treatment techniques and to implement changes in own area of practice to improve patient care

### **Administrative**

- To comply with local and national requirements for completion of adequate, timely clinical and non-clinical documentation.
- To attend and contribute to relevant team/service meetings.

Signed:  
(Employee)

Date:

Review Date:

Signed:  
(Manager)

Date:

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.