



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Specialist Speech and Language Therapist</b>
<b>BAND:</b>	7
<b>DEPARTMENT:</b>	Speech and Language Therapy
<b>RESPONSIBLE TO:</b>	<b>Head of Speech and Language Therapy</b>

### **DIMENSIONS OF JOB:**

Take a leading role in the advanced assessment, clinical diagnosis and treatment of patients within a specified speech and language therapy clinical speciality. Lead for departmental audit in specialist clinical area, delegating tasks to junior staff. Provide regular, high quality student placements. Provide line management to junior staff within speciality where this applies. Assist with recruitment within specialist role.

No budgetary responsibility.

### **PURPOSE OF JOB:**

Provide clinical leadership and specialist training within a specified clinical area. Represent the speech and language therapy department at meetings and project groups, with particular reference to own speciality. Support junior members of the team to develop their own clinical competencies.

### **KEY TASKS & RESPONSIBILITIES:**

#### **Professional and Clinical**

1. Work autonomously, and display confidence and competence in the management of a specialist, often complex caseload, to assess, diagnose, develop and implement programmes of care.
2. Assess, differentially diagnoses, formulate treatment plans (in collaboration with patients and carers), write assessment reports, identify and choose appropriate therapeutic or clinical management techniques from a range of options, provide appropriate therapeutic intervention and evaluate treatment outcomes.
3. Develop specialist evidence based treatment programmes for self and others (e.g. students) which may involve using specific therapy software.
4. Liaise with a wide range of professional colleagues and other agencies to ensure comprehensive management of the patient. This includes attending regular handover meetings and case conferences.
5. Carefully plan for patient discharge, ensuring appropriate onward referral and liaison as required.
6. Adapt practice to meet individual patient circumstances, including due regard for cultural and linguistic differences as well as the barriers of communication disability.
7. Work closely with patients and their carers in goal setting and decision making around the management of the patient.

8. Demonstrate negotiation and influencing skills, both with colleagues and other professionals as well as patient and carers e.g. motivating patients to engage with the therapeutic process.
9. Use empathy, tact, sensitivity and discretion when communicating life changing events e.g. poor prognosis for return of speech/language/swallow function .
10. Act as an advocate for patients who have difficulty communicating.
11. Demonstrate excellent presentation skills to promote multi-disciplinary and interagency liaison and collaborative practice to broad range of audiences.
12. Demonstrate advanced sensory skills e.g. those used for listening to speech disorders and for phonetic transcription.
13. Attend and provide example of leadership at departmental meetings.
14. Refer on for specialist assessment e.g. for Assistive and Augmentative communication. Liaise with specialist centres to provide continuity of care and help source funding for equipment.
15. Responsible for the safe use of departmental equipment by patients e.g. iPad/laryngoscope.
16. Take part in a rostered programme of work that includes bank holidays/weekend working.
17. Contribute to interagency/multi-disciplinary team building and policy development.
18. Keep abreast of changes to the evidence base/policy within specialist area and implement departmental changes when indicated.
19. Demonstrate advanced clinical competencies in a specialist area .eg videofluoroscopy/tracheostomy/voice clinic/paediatric feeding/cleft lip and palate/FEES.

## Leadership and Clinical Governance

1. Act within defined departmental, professional, Trust and National protocols/policies.
2. Maintain HCPC registration and adhere to code of professional conduct.
3. Understand and maintain the required standards of clinical record keeping in line with Trust and professional guidelines.
4. Respect the confidentiality of individuals relating to the sensitivity of any information that may be shared in line with Data Protection, Caldicott principles, Vulnerable adults and other legal frameworks.
5. Complete incident forms where appropriate and discuss pertinent issues regarding adverse incidents with line manager and others involved.
6. Maintain accurate and up to date activity data using an electronic patient record.
7. Be responsible for the security, care and maintenance of equipment, ensuring standards of infection control and safety are maintained and adhering to relevant Trust policies.
8. Deal with initial complaints sensitively, avoiding escalation where possible – this may involve diffusing hostility and aggression.
9. Demonstrate an ability to reflect on own practice with peers and mentors and identify own strengths and development needs.
10. Be aware of, adhere to and implement service and team plans and policies.
11. Actively participate in service development and policy changes for own specialist area which may involve collaboration with other service area e.g. neonatal ward, radiology, ENT.

12. Take responsibility for updating own clinical knowledge through attendance at relevant courses and Special Interest Groups identified through the PDP process as part of an established specialist role.
13. Engage fully with the appraisal process and maintain own portfolio of CPD evidence, taking ownership of developmental needs.
14. Access peer supervision as indicated, linking with peer colleagues across site and in the wider region.
15. Represent and promote FHFT by attendance, active contribution and giving presentations at relevant specialist forums.
16. Provide specialist training and mentoring across the FHFT sites when indicated.

**Managerial**

1. Take a lead role for all aspects of recruitment for junior staff within speciality.
2. Provide line management for junior staff within speciality.
3. Ensure all junior staff in speciality have a meaningful appraisal process with stretching, achievable goals linked to departmental and Trust agendas.
4. Take leading role in the prioritisation of patients within specialist area. This may involve daily allocation and re-allocation of patients to self and others, demonstrating flexible working in response to need.
5. Take a delegated leading role within the department e.g. coordination of student allocation.

**Training staff and students**

1. Provide targeted training (formal and informal) as part of departmental objectives.
2. Employ excellent presentation skills to promote multi-disciplinary and interagency liaison and collaborative practice to a broad range of audiences.
3. Regularly provide student training placements and work closely with the Higher Education Institutions supported by the department.
4. Work with junior colleagues and students to facilitate their own clinical development for example supporting and training others to achieve competencies in specialist areas using agreed frameworks endorsed by the Royal College of Speech and Language Therapists.
5. Be familiar with the requirements of relevant competency frameworks. Devise training opportunities, materials and case studies specifically to facilitate the learning of band 5 and 6 therapists and provide assurance when testing knowledge and signing off on competencies.
6. Explain the role of Speech and Language Therapy to visitors, students and volunteers

**Research and Practice Development**

1. Work as part of a team to ensure that National and local policies and guidelines e.g. National Service Frameworks, relevant to provision of speech and language therapy service, are implemented into own practice.
2. With the Speech and Language Therapy manager, be responsible for the setting and monitoring of standards of clinical practice for the Speech and Language Therapy team and evaluation of clinical outcomes.
3. Regularly participate in Clinical audit and lead on own areas of audit interest.

4. Seek out and respond to opportunities to share specialist knowledge e.g. through training, advisory boards, clinical networks and policy writing for the profession as well as participating in or contributing to research and publication.
5. Take a departmental lead for research and evidence based practice and update team through clinical discussion groups.
6. With the Speech and Language Therapy manager, set the annual departmental objectives for the team.
7. Participate in the development of innovations in the areas of risk management, quality standard setting and clinical effectiveness.
8. Collect and provide research data as required.

## **General**

1. Respond to workload variations within the team, displaying flexibility when plans change.
2. Along with colleagues, monitor stock levels within the department and notify manager accordingly.
3. Assume delegated tasks as required including participation in working groups, policy development groups.
4. Undertake any other duties that may be required by the Speech and Language Therapy Head of Service

## **liP**

- Maintain the high standards of the department by contributing towards individual and team objectives.
- Train and develop staff.
- Disseminate clinical knowledge to junior staff, encouraging development activity and ability to utilize new skills/changes to practice based on emerging evidence.

## **Health & Safety**

- The Trust recognises and accepts its responsibility to provide a safe and healthy working environment for employees, patients and visitors.
- As an employee, you also have a duty to take reasonable care of your own health and safety. This includes ensuring that you are aware of and follow all Trust health and safety and infection control procedures relevant to your work and participate in relevant mandatory training and annual infection control updates. You will be expected to consistently follow high standards of
- infection control practice and this includes hand cleansing and aseptic techniques for clinical staff.

## **Safeguarding Vulnerable Groups**

- Employees who come into contact with vulnerable adults or children and their parents during the course of their normal duties need to be aware of their responsibility to safeguard and promote the welfare of children, young people and vulnerable adults.



### **Equal Opportunities**

- You are required to comply with and maintain awareness of the Trust's Policies relating to Equal Opportunities.

### ***Freedom of Information Act 2000 and Data Protection Act 1998***

- You are required to comply with and maintain your awareness of the Trust's Policies and procedures relating to the Freedom of Information Act 2000 and the Data Protection Act 1998.

***This job description is an indication of the type and range of tasks that are expected of the postholder, and other duties may be required, in line with the role and the banding. It will be reviewed and amended from time to time in consultation with the postholder to take account of changing organisational need.***

***This job description should be read in conjunction with the supervisory JD Addendum – available at: <http://www.frimleyhealth.nhs.uk/wp-content/uploads/2014/10/Job-Description-Addendum-supervisory1.doc>***

**PERSON SPECIFICATION**

DEPARTMENT	JOB TITLE	BAND
Speech and Language Therapy	Specialist Speech and Language Therapist	7

CRITERIA RELEVANT TO THE ROLE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Degree in Speech and Language Therapy.</p> <p>Masters qualification/equivalent experience and/or intention of working towards Masters.</p> <p>HCPC registration.</p> <p>Membership of the Royal College of Speech and Language Therapists</p> <p>Extensive evidence of maintaining and developing clinical skills and theoretical knowledge in specialist field through further study/short courses etc.</p> <p>Advanced practitioner competency sign off on relevant framework/s</p>	<p>Relevant further studies to Masters level.</p>
SPECIFIC COMPETENCIES FOR ROLE e.g communication, problem solving, leadership	<p>Excellent oral and written communication skills – both informally and formally via presentations/training.</p> <p>Good interpersonal skills including observation, listening and empathy skills.</p> <p>Collaborative team approach to working.</p> <p>Good analytical and clinical problem solving skills.</p> <p>Standard keyboard and IT skills</p> <p>Able to build effective working relationships, network and assert views, sometime in challenging</p>	<p>Good working knowledge of software such as Excel and Powerpoint.</p> <p>Experience of recruitment and selection.</p>

	<p>situations.</p> <p>Ability to present calm and professional demeanour in the working environment.</p> <p>Significant experience of designing, implementing and evaluating training packages to others.</p> <p>Significant experience of student clinical supervision.</p> <p>Evidence of coaching/developing reflective clinical practice in less experienced staff.</p> <p>Able to professionally manage patients who present with unpleasant symptoms such as excessive oral secretions (when delivering mouthcare to dysphagic patients).</p>	
PROFESSIONAL/ SPECIALIST/ FUNCTIONAL EXPERIENCE	<p>Able to demonstrate extensive specialist clinical experience and with complex case management.</p> <p>Proven ability to develop and implement highly specialist programmes of care.</p> <p>Knowledge of current thinking /evidence based practice in area of speciality.</p> <p>Knowledge of National policies and procedures relevant to specialist area.</p> <p>Evidence of maintaining clinical competence and keeping up to date with clinical developments.</p> <p>Awareness of the principles of clinical governance and audit.</p> <p>Awareness of the standards of record keeping</p> <p>Active involvement in specialist</p>	Evidence of project work/research/publication in specialist field.



	<p>clinical support networks.</p> <p>Experience of clinical audit, applying the principles of research methodology.</p> <p>Working knowledge of all relevant procedures for specialist practice including MCA/DOLS and other legal frameworks.</p> <p><b><u>Specific competencies (where appropriate)</u></b></p> <p>Evidence of completed Level C Dysphagia Competencies (Dysphagia training and competency framework – RCSLT) and working towards Level D.</p> <p>Evidence of achieved videofluoroscopy competency Level 3 (RCSLT VF competency framework) and working towards level 4.</p> <p>Signed off on RCSLT Tracheostomy competency framework for Core Trache Skills with additional: Critical care competencies Paediatric competencies Head and neck competencies.</p> <p>Hold FEES competency validation (by Level 2 or 3 practitioner). Minimum level 1. Working towards 2 or 3.</p> <p>Neonatal and infant feeding assessment and management Level C Dysphagia Competency</p> <p>Experience of leading instrumental assessment (if relevant to role) e.g. FEES/Videofluoroscopy/Voice Clinic and ability to teach others to develop competencies.</p> <p>Experience of providing SLT leadership at joint clinics such as</p>	
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	Head and Neck/Voice/Plastics.	
VALUES AND BEHAVIOURS	<p>We will expect your values and behaviours to mirror those of the Trust, available at:  <a href="http://www.frimleyhealth.nhs.uk/wp-content/uploads/2014/10/FH-our-values-for-internet.docx">http://www.frimleyhealth.nhs.uk/wp-content/uploads/2014/10/FH-our-values-for-internet.docx</a></p>	<div>Committed To Excellence Working Together Facing The Future</div>
SPECIAL REQUIREMENTS	<p>Able to meet the physical demands of the post.</p> <p>Able to evidence ability for intense concentration sometimes for prolonged periods e.g. for running videofluoroscopy clinic and reporting.</p>	