

## JOB DESCRIPTION

**Job Title:** Specialist Stroke Surgical Speech and Language Therapist

**Department:** Speech and Language Therapy

**Reports to:** Principal Speech and Language Therapist

**Liaises with:** Patients and carers; KHT Speech & Language Therapy team; all members of the Stroke Unit multi-disciplinary team; all members of the Medical I multidisciplinary team; KHT senior clinical staff; external specialist centres and services; relevant NHS Speech & Language Therapy agencies/networks; KHT support and administrative departments and services; external health and social care departments; voluntary, charitable and independent sector agencies

**Band:** 7 (22.5 hours per week – permanent contract)

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### Job Summary

To provide an effective and evidenced-based Speech & Language service to adult in-patients with communication and / or swallowing difficulties within the Stroke Unit. This role will also include specialist input for patients with other neurological conditions within the hospital. The post-holder will be expected to co-ordinate seamlessly with other SLT teams within the Trust to provide prompt and timely management of acute patients, according to the demand of services. The post holder will work as a highly specialist, autonomous practitioner, independently prioritising and managing an in-patient caseload. The role will also have responsibility for overseeing the management of caseloads of more junior members of staff within the SLT department. Participation in the development and monitoring of the SLT service to the Stroke Unit and medicine. Supervision / management of other SLT teams during periods of sickness / annual leave will also be required.

### Trust Culture and Values

The Trust has defined its culture as one that is patient centred which puts safety first and where all staff take responsibility, are valued and value each other. To support this our five values are that we are all:-

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**Caring** – we design and deliver care around each individual patient’s needs and wants

**Safe** – we make the safety of patients and staff our prime concern (safety comes first)

**Responsible** – all staff take responsibility for the hospital, its services and reputation

**Value each other** – we all value each other’s contribution

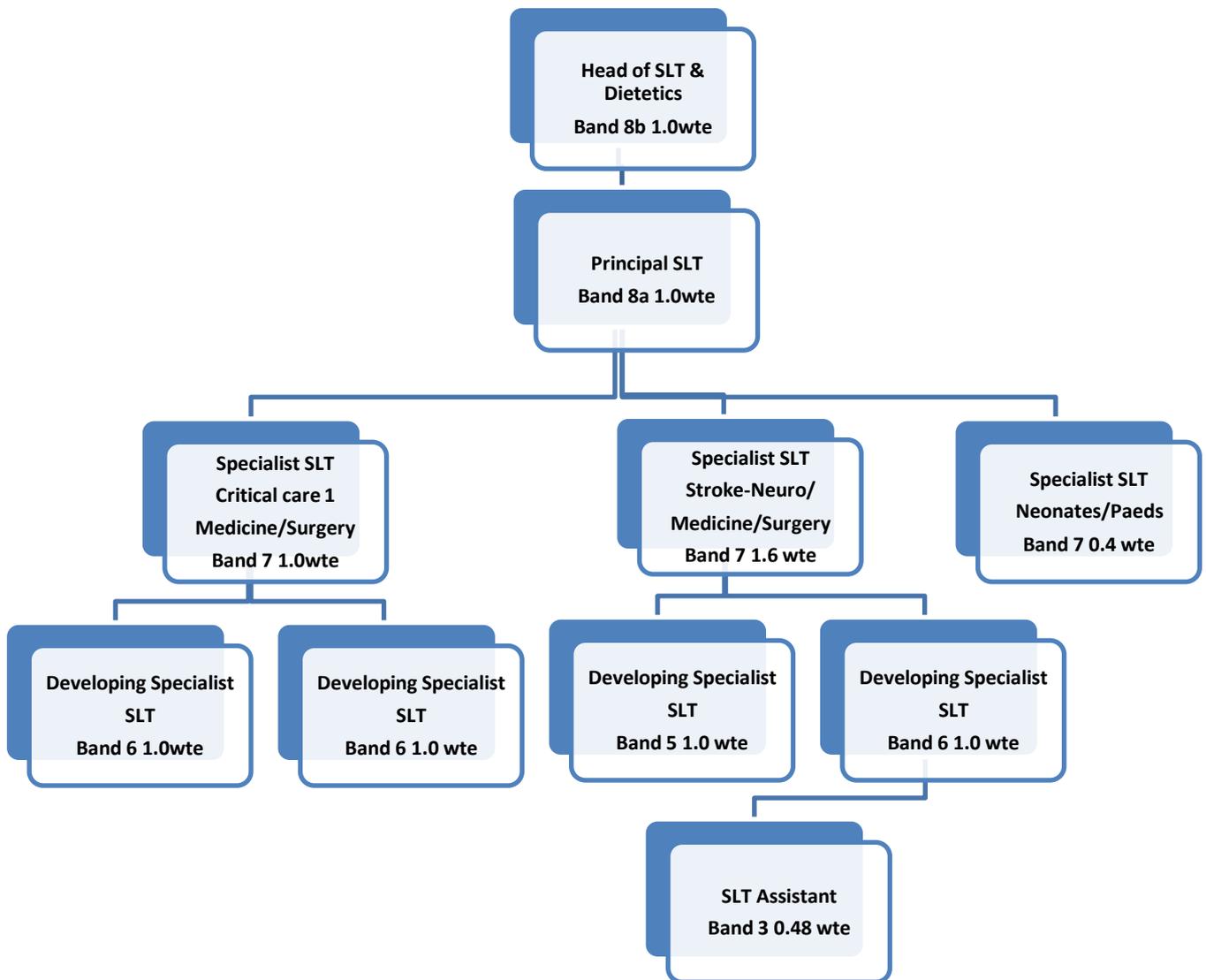
**Inspiring** – we always strive to empower each other to develop and deliver improvements to benefit our patients

Our training, policies, procedures, and practices are all intended to support behaviours in line with our values and all staff are expected to uphold these by 'Living Our Values Everyday'

**Department Philosophy**

The aim of the Speech and Language Therapy department is to offer high quality, timely and evidenced based interventions for adults with communication and / or swallowing difficulties with the Trust values at the heart of everything that we do.

**Speech and Language Therapy Department Structure Chart**



**KEY RESPONSIBILITIES/OUTCOMES:**

**Clinical**

1. To provide a highly specialist evidence-based Speech & Language Therapy service to the Stroke Unit for patients with communication and/or swallowing difficulties, including patients with complex neurological conditions. Close collaboration with other members of the department and the MDT is essential.
2. To demonstrate specialist knowledge in the clinical area of dysphagia and acquired conditions underpinned by current evidence-based practice and outcome measures.
3. To demonstrate a high level of clinical knowledge and skill in the assessment, diagnosis and treatment of patients with complex, acquired communication and swallowing disorders, seeking advice and in discussion with the Principal SLT as required.
4. To demonstrate specialist knowledge in treatment / therapy techniques for Stroke and Neurological conditions, e.g., FOTT, LSVT.
5. To provide specialist training and supervision to less experienced SLTs on the management of patients on the Stroke Unit and with complex neurological conditions.
6. To demonstrate a high level of clinical knowledge and skill in the management of patients on the Stroke Unit and with complex neurological conditions, seeking advice from other clinical specialists, including the Principal SLT as required.
7. To provide training to the MDT on the management of communication and swallowing difficulties.
8. To show a high level of reflective practice, both individually and with peers, identifying own strengths and weaknesses, making changes to clinical practice as required.
9. To have knowledge of and keep up to date with national and local guidelines, policies and procedures relating to Stroke, Neurological conditions and medical / surgical specialisms.
10. To provide advice / second opinions to others, regarding the management of patients with communication and / or swallowing difficulties, in a positive, non-judgemental way that encourages openness and transparency within the department, and that fosters a positive environment for learning and development.
11. To be an active member of the Stroke team, including attending weekly MDT meetings, key working, therapy team meetings, participation in training, and contribute to the update of relevant policies and procedures as required.
12. To demonstrate skills in dealing with complex issues and difficult situations.

13. To demonstrate the ability to manage a complex clinical caseload and implement strategies for caseload management during periods of high pressure.
14. To apply specialist knowledge to inform sound clinical judgements decision making for case management, developing clear care plans based on best practice.
15. To work closely with patients, carers and families in order to agree a plan of management / goal setting and regularly monitor and review plans / goals.
16. To employ excellent communication skills.
17. To employ counselling skills with patients and carers as appropriate.
18. To advise on the provision and use of alternative and augmentative communication.
19. To collaborate with the Principal SLT in the running of the SLT In-Patient team and the development of the Stroke Unit and medical SLT teams.
20. To carry out and participate in the provision of specialist instrumental assessments such as videofluoroscopy, FEES and demonstrate a high level of skill and knowledge in the interpretation and analysis of videofluoroscopy /FEES.
21. To be able to provide training and supervision to less experienced SLTs in the use of instrumental assessments such as videofluoroscopy and FEES.
22. To provide specialist second opinions regarding adults with swallowing or communication problems within the Trust, as appropriate and requested.
23. To identify and carry out Speech & Language Therapy clinical service developments for the in-patient service in line with current best practice, as agreed with the Principal SLT.
24. To demonstrate an ability to manage adults with challenging behaviours, employing appropriate management strategies.
25. To provide bank holiday cover as requested.

### **Managerial**

1. To deputise for the Principal SLT in her/his absence as requested (e.g., while on annual leave or sick leave), including covering administrative duties.
2. To work closely with the Principal Speech & Language Therapist to maintain effective and efficient Speech & Language Therapy service delivery, develop the service and promote the positive profile of the service.
3. To monitor and evaluate the Stroke Unit and medical SLT service and inform the Principal SLT regarding performance, problems, and outcomes, including action plans and service development.
4. To attend meetings as agreed with the Principal SLT for the purpose of service development and improvements within the Trust.

5. To draft service procedures, protocols and policies as requested by/agreed with the Principal SLT.
6. To contribute to investigation of and reporting of Incidents and Complaints involving the Speech & Language Therapy service, as requested by the Principal SLT.
7. To participate in the line management of Newly Qualified/Developing Specialist/Specialist Speech & Language Therapists in the in-patient service, including the provision of supervision and support and yearly Professional Development Review (PDR), as requested by the Principal SLT.
8. To coordinate and provide Speech & Language Therapy students and other students and work experience placements in the SLT in-patient service.

### **Administrative**

1. To maintain up to date and accurate case notes and write reports reflecting specialist knowledge, ensuring that they meet departmental standards and are in line with KHFT policies, RCSLT and HCPC professional standards.
2. To keep up to date statistics as required by the SLT department.
3. To carry out departmental administrative duties to facilitate effective and efficient provision of the Speech & Language Therapy service.
4. To monitor, maintain, safely use and train others in the use of KHT equipment.

### **Governance**

1. To work to KHT SLT, Trust and national policies, protocols, standards, procedures, and guidelines.
2. To comply at all times with the RCSLT and HCPC Code of Ethics and Professional Conduct.
3. To report all clinical and non-clinical Incidents witnessed/observed or known to have occurred, using the Trust Incident reporting system.
4. To participate in yearly PDR, including the identification of own training and support needs and the setting and monitoring of personal objectives.
5. To maintain, update and extend own evidence-based expertise and competencies in the specialist clinical fields through self-managed learning, membership and attendance of relevant CENs and attendance of training courses and conferences as identified in PDR.
6. To initiate and lead clinical audits / service evaluations within areas of specialism and disseminate findings within the department and Trust.

7. To develop own leadership skills through self-managed learning, Supervision and attendance of training courses as identified in PDR.
8. To compile/keep a Professional Log (e.g. RCSLT) of CPD activities and outcomes.
9. To participate effectively in clinical supervision in line with department policy.

### **Team Role / Staff Management**

1. To be an effective Senior Specialist Speech & Language Therapist in the SLT In-Patient team
2. To participate in SLT observation sessions, e.g. work experience students, MDT shadowing, etc
3. To collaborate with other members of the department in the induction of new members of staff.
4. To provide clinical Supervision to less experienced SLTs and students and participate in regular peer Supervision.
5. To encourage positive working relationships within the department and the wider MDT and manage conflict with a solution focus and in a professional and courteous manner.
6. To assist in the co-ordination of the Speech & Language Therapy team on the Stroke Unit and on the medical wards.
7. To cover clinical, administrative, and managerial duties of other Speech & Language Therapy team members as required and agreed with the Principal SLT to facilitate optimum functioning of the service.
8. To maintain and develop communication with the MDT health and social care professionals and services on the Stroke Unit, medicine and surgery in order to promote and facilitate best practice in patient care.
9. To jointly take on the responsibility of audit lead within the SLT department and in conjunction with the dietetic team.

### **Education and Training/Self-Development**

1. To provide specialist education and training in Stroke and Neurological conditions, communication and swallowing impairment to the MDT, other SLTs etc. as agreed with the Principal SLT.
2. To positively promote the role of SLT and AHPs within the Trust and to outside organisations.
3. To act as a role model for less experienced SLTs and students.
4. Identify own training and development needs and undertake appropriate training/education as required.
5. Participate in an annual individual performance review process where objectives will be agreed, performance monitored, and personal development needs discussed.

6. To attend all statutory and mandatory training as and when required to do so.
7. Act responsibly in respect of colleague's health, safety and welfare following safe work practices and complying with the Trust's Health and Safety Policies.
8. Adhere to all Trust Policies as applicable.

### **Health Clearance**

Health clearance is required for this appointment. Applicants must complete a medical questionnaire, return it to the Occupational Health and Wellbeing Service and, if required, undergo a medical examination before appointment.

### **Disclosure and Barring Service (DBS)**

A DBS will be required before appointment for all posts with access to children or vulnerable adults.

### **Confidentiality and Disclosure of Information**

In the course of your normal work with the Trust you will come into possession of confidential information concerning patients, the Trust and its staff. This information should always be treated according to the Trust's rules on confidentiality. Any inappropriate disclosure may be subject to the Trust's disciplinary procedures.

### **Raising concerns**

Staff may on occasion have genuine concerns about healthcare matters and consequently the Trust endorses the principle that these must be raised in a responsible and appropriate manner, and if necessary using the Trust's 'Raising Concerns (Whistleblowing)' policy.

### **Data Quality/Security**

The post holder is responsible for ensuring that he/she maintains the integrity and quality of both computerised and manual data.

### **Acceptance of Gifts and Hospitality**

The conduct of staff in the public service should be scrupulously impartial and honest and in this context any offers of gifts or hospitality should be discussed with your manager, prior to acceptance.

### **Codes of conduct and professional standards**

All staff should adhere to any codes of conduct or professional standards set by the regulatory bodies with whom they are registered or by professional bodies of which they are a member. Managers should observe the Code of Conduct for NHS Managers.

### **Risk (managerial and supervisory staff only)**

Managers are responsible for implementing and monitoring any identified and appropriate risk management control measures within their designated area(s) and scope of responsibility. Full details are set out in the Trust's Risk Management Policy.

### **Health and Safety**

All staff are advised that, under the Health and Safety at Work Act 1974 and associated legislation, it is the duty of every employee to take reasonable care for their own health and safety and that of other people who may be affected by their activities at work, and also to co-operate fully with the Trust and others in connection with any arrangements to satisfy the statutory duties and responsibilities under the Act, including undertaking appropriate mandatory and health and safety training.

### **Infection Control**

All staff must at all times be aware of their responsibilities for ensuring infection control and to maintain hygiene standards in accordance with infection control policies and instructions.

### **Personal Property**

The Trust is unable to accept responsibility for articles of personal property lost or damaged on its premises whether by burglary, fire, theft or otherwise and staff are advised to insure against all risks.

### **Equal Opportunities**

Equality of opportunity is an integral part of the Trust's recruitment and selection process and recruiting managers must ensure that they comply fully with the Trust's Equality & Diversity Policy. The Trust aims to ensure equality of opportunity for all irrespective of race, disability, sex, gender reassignment, sexual orientation, age, marriage and civil partnership, pregnancy and maternity and religion, or belief.

### **No Smoking**

Smoking by staff, patients and visitors, will not be permitted anywhere on Trust premises.

## **Security**

Staff must wear their identity badge at all times to assist in maintaining the security of the hospital; be observant, and not afraid to enquire of people as to their business in the hospital. Any suspicious behaviour must be reported to the Security Officer, manager, or security team.

## **Safeguarding children and vulnerable adults**

Kingston Hospital NHS Trust is committed to safeguarding children and vulnerable adults at risk of abuse. If the post is one that involves access to children and vulnerable adults during the course of their normal duties, an enhanced DBS check will be required. All employees have a responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

**PERSON SPECIFICATION**

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post, as outlined in the job description and forms the basis for selecting a candidate.

**POST:**

REQUIREMENTS		Please tick as appropriate		How Tested
		Essential	Desirable	
<b>Education/Qualifications</b>				
1.	Recognised degree or equivalent in Speech & Language Therapy	E		A
2.	Registered with and member of the Royal College of Speech & Language Therapists (RCSLT) and the Health Professions Council (HCPC); HCPC licence to practice and eligible for full RCSLT register	E		A
3.	Member of Neurological or other relevant CEN		D	A
4.	Completion of post graduate study / qualification in swallowing (accredited course) and communication disorders e.g. cervical auscultation, FOTT, LSVT, etc.	E		A/I
5.	Successful completion of highly specialist / expert short courses in the interpretation of Videofluoroscopy and / or FEES	E		A
6.	Evidence of completion of RCSLT competencies in videofluoroscopy to level KSF 4 and / or FEES (scoping competencies)	E		A / I
7.	Post graduate training in Supervision	E		A
8.	Post graduate qualification in Ionising Radiation (Medical Exposure) Regulations (IRMER)	E		A

Experience				
1.	Extensive experience of SLT practice post-graduation with adults with acquired communication and swallowing disorders	E		A/I
2.	Relevant SLT practice within an acute hospital environment	E		A/I
3.	Proven experience of working at specialist level in the areas of swallowing and communication impairment	E		A/I
5.	Experience of leading a Videofluoroscopy clinic, including interpretation of results and report writing	E		A/I
6.	Experience in training and teaching other SLTs and the MDT in areas of clinical specialism	E		A/I
7.	Experience of drafting clinical protocols and clinical pathways	E		A/I
8.	Experience of developing and running quality improvement projects	E		A/I
9.	Experience in supervising less experienced SLTs / students	E		A/I
10.	Experience with FEES		D	A/I
Skills /Abilities				
1.	Specialist SLT skills in the assessment and management of swallowing difficulties	E		A/I
2.	Specialist SLT skills in Stroke and Neurology	E		A/I
4.	Demonstrates skills in dealing with complex issues	E		A/I
5.	Ability to formulate independent clinical decisions underpinned by evidence-based practice.	E		A/I
6.	Excellent interpersonal and communication skills	E		A/I
7.	Ability to communicate with patients/ carers in an appropriate and professional manner	E		A/I

8.	Good organisational skills	E		A/I
9.	Demonstrates ability to be a team player	E		A/I
10.	Demonstrates a high level of reflective practice	E		I
11.	Demonstrates high levels of empathy and compassion	E		I
<b>Knowledge</b>				
1.	Principles and practice of Audit, Clinical Governance, standards and care pathways	E		I
2.	The role of AHPs and SLTs in the NHS	E		I
3.	Relevant NSFs and NICE guidelines	E		I
4.	Current best practice in Dysphagia	E		I
5.	Current best practice in Videofluoroscopy / FEES	E		I
6.	Current best practice in outcome measurement in Dysphagia and communication disorders	E		I
<b>Other</b>				
1.	Strong IT skills	E		A/I
2.	Excellent team worker	E		A/I
3.	Ability to work under pressure	E		I
4.	Self-motivated	E		I
5.	Flexible	E		I

*A = Application Form | I = Interview | T = Test*



Approved by: \_\_\_\_\_ Manager \_\_\_\_\_ date

Agreed with: \_\_\_\_\_ Employee \_\_\_\_\_ date