

DIRECTORATE OF MEDICINE

JOB DESCRIPTION

JOB TITLE:	Locum Specialist/Senior Speech and Language Therapist
GRADE:	6
DEPARTMENT:	Therapies – Speech and Language Therapy Team
RESPONSIBLE TO:	Service Lead – Adult Speech and Language Therapy
REPORTS TO:	Service Lead – Adult Speech and Language Therapy

JOB SUMMARY

The worker will work as a member of the team of speech and language therapists working with the population served by Basildon and Thurrock University Hospital. The primary role will be in the provision of speech and language therapy services to clients with acquired disorders of speech, language and/or swallowing, including patients with tracheostomy tubes in situ, if clinically competent to do this (ie RCSLT competencies achieved). He/she will work independently on a daily basis, with support from the Highly Specialist Speech and Language Therapist and other related specialists relating to job role, in the management of patients managed by the Adult Acute Speech & Language Therapy service.

MAIN DUTIES & RESPONSIBILITIES

Job Aims

1. Independently manage and differential diagnose a caseload of clients with acquired disorders of communication/ swallowing in generalist/Stroke wards.
2. To manage a complex caseload independently, and monitor and evaluate own service delivery, accessing clinical supervision on a planned basis, or as needed.
3. Devise and deliver appropriate specialist intervention/care plans/enhanced models of SLT for clients and provide suitable and timely support.
4. Undertake feeding/swallowing assessment and support, including patients with tracheostomy tubes in situ, according to the post holder's level of experience/training.
5. Work as part of the integrated therapies team ensuring the delivery of joined up care plans.
6. Contribute to multidisciplinary support for clients with a range of speech, language and communication difficulties.
7. Provide feedback, advice and training to parents/family members, carers and members of the multidisciplinary team regarding communication needs and strategies to facilitate development.
8. Develop and deliver training and support packages.

Objectives of the post

1. To provide an effective and proactive SLT service to generalist acute/Stroke wards, with the above service aims.
2. To be responsible for the day-to-day co-ordination of SLT provision for your designated caseload.
3. To work with the Highly Specialist SLT for generalist wards/Stroke and the wider Adult SLT team, to ensure the smooth running of the service and effective management of patients referred into this service.

LEADERSHIP

- Allocate duties and supervise therapy support workers and volunteers, where required.
- Support the induction of new team members.
- Provide mentoring, advice and support to junior SLTs, assistants and volunteers
- Contribute to the provision of care and clinical care pathways and provide input into service redesign projects, where required.
- Support Clinical Governance/audit projects within the local service.
- Participate in departmental research and clinical governance/audit projects. Collect and provide research data as required.
- Work within the SLT service guidelines.

CLINICAL SKILLS

- Provide a specialist/senior Speech and Language Therapy Service to clients referred with communication and/or swallowing difficulties to include assessment, diagnoses and treatment.
- Following assessment, and utilising specialist knowledge and skills, design and develop evidence based treatment and management programmes to be implemented within the multi-disciplinary teams and the clients family.
- Make differential diagnosis on the basis of assessment evidence providing advice when appropriate.
- To ensure that clinical competency is also achieved in the management of clients with tracheostomy tubes requiring dysphagia assessment /management.
- Monitor auditory, visual and kinaesthetic aspects of communication and adapting and facilitate treatment programmes.
- Develop appropriate assessments and treatment programmes and create appropriate resources for therapeutic intervention.
- Adapt and facilitate treatment programmes and the use of augmentative communication systems/communication aids according to client's perceived needs.
- Maintain sensitivity at all times to the emotional needs of clients/carers when imparting complex/distressing information regarding the nature of the client's difficulties and the impact on individuals and their families.
- Work closely with clients, carers and families, agreeing decision making relevant to the patient/client management.
- Maintain a high level of concentration in all aspects of patient care.
- To maintain up to date and accurate case notes in line with RCSLT professional standards and local trust policies.
- Responsible for establishing innovative practices in speech and language development through clinical leadership whilst ensuring optimum use of human and material resources.

- Develop and maintain the skills and knowledge required of a specialist Speech and Language Therapist working with clients with a range of speech language and communication needs.
- Provide clinical advice to staff in other services and the voluntary sector and offer second opinions to less experienced staff members.
- Share information with others, observing data protection guidelines.
- Manage and prioritise own workload.
- To identify and manage, where appropriate, the mental/emotional health of the client, with guidance from more senior staff where needed.
- Have a working knowledge of the principles of Clinical Governance and their application to professional practice.

COMPUTER AND ADMINISTRATION

- To effectively utilize the 'paperless' electronic notes system used by the service
- To have basic computer skills, including the ability to use the internet/intranet effectively to include managing emails and accessing information as appropriate.
- Monitor stock levels in own service.
- Request new equipment as appropriate.
- Responsible for the security, care and maintenance of equipment ensuring standards of infection control, clinical and information governance, and safety are maintained.

COMMUNICATION

- Maintain excellent lines of communication with a range of other professionals involved in the clients care.
- Communicate complex condition related information from assessment to clients, carers, families and members of the multi-disciplinary team.
- Contribute to both uni-disciplinary and multi-disciplinary teams by discussing own and others' input around client needs ensuring a well co-ordinated care plan/service provision.
- Work closely, and demonstrate empathy, with clients, carers and their families, to agree decision making relevant to care management particularly where barriers to understanding exist.
- Employ excellent written and verbal communication skills.
- Demonstrate skills in motivating clients and/or carers to engage in the therapeutic process.
- Develop negotiation skills in the management of conflict across a range of situations.
- Deal with initial complaints sensitively, avoiding escalation where possible.
- Form productive relationships with others who may be under stress and/or have challenging communication difficulties.

EDUCATION & TRAINING

- Demonstrate professional knowledge as evidenced by 1st degree level or qualification or equivalent, and subsequent CPD.
- Demonstrate the ability to reflect on practice with peers/clinical supervisor, and to develop the ability to reflect on and evaluate training provided.
- Maintain up to date HPC and RCSLT registration.
- Maintain an up-to-date portfolio of continuing professional development.
- Attend relevant training and development courses, meetings and special interest groups required of a therapist in order to maintain skills and knowledge.

- Keep up to date with new techniques and developments for the promotion and maintenance of good practice.
- Work independently accessing clinical supervision and the appraisal process at pre-determined intervals to promote and develop clinical skills, whilst ensuring that the objectives set reflect the Service and Trust plans.
- Participate in the development and delivery of training (formal and informal) to others with support.
- Demonstrate knowledge of, and adhere to RCSLT Professional and Clinical and National and Local Clinical Guidelines.
- Develop a working knowledge of relevant procedures including safeguarding children and vulnerable adults, and other legal frameworks.

EQUIPMENT

- Ensure all equipment has been regularly maintained
- Ensure all equipment is used in accordance with the manufacturers instructions
- Ensure any equipment found to be faulty/unsafe should be removed from use and reported to the appropriate authority

COMPETENCY BASED APPRAISAL

The post holder will be appraised on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of educational needs.

EQUAL OPPORTUNITIES

The Trust has an Equal Opportunities Policy. The aim is to ensure that no individual receives less favourable treatment on the grounds of age, gender, sexual orientation, marital status, disability, religion, creed, colour, race, or is disadvantaged by conditions or requirements, which cannot be shown to be justifiable. Whilst the Trust recognizes specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for the practical application of the Policy.

NO SMOKING POLICY

This is a smokefree Trust. Smoking is not allowed in any of our hospital buildings or grounds at Basildon University Hospital, Orsett Hospital, and St Andrews Centre Billericay. If you would like help to give up smoking you should contact your GP or call the NHS Stop Smoking Help Line on 08001690169 to find details of your local stop smoking service.

QUALITY

The Trust aims towards maintaining the goodwill and confidence of its own staff and of the general public. To assist in achieving this objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

DATA PROTECTION ACT 1998

To ensure compliance with all Trust policies, and those procedures relevant to the area of work.

At all times maintain high levels of confidentiality and information security, complying with the relevant legislation such as the Data Protection Act and the Computer Misuse Act.

Where any processing of information takes place (paper records or electronically) ensure that the data is of good quality, accurate and relevant for purpose.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the Data Protection Act.

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

INFECTION PREVENTION AND CONTROL

The postholder is required to:

Make themselves aware of their responsibilities for Infection Prevention and Control.

Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with.

This job description is an outline only and may be subject to change according to the needs of the service and in consultation with the post holder.

Review date - Yearly

Signed
Employee

Dated

Signed
Manager

Dated