

## **JOB DESCRIPTION**

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**POST TITLE:** Highly Specialist Speech & Language Therapist – Neuro Lead

**BASE:** Royal Berkshire Foundation Trust Hospital, Reading

**GRADE:** Band 7

**LINE MANAGER:** Professional Lead for Adult Speech and Language Therapy

**PROFESSIONAL ACCOUNTABILITY:** Professional Lead for Adult Speech and Language Therapy

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## **JOB SUMMARY:**

This post provides a highly specialist speech and language therapy service to adults with communication difficulties and dysphagia within the stroke care wards at the Royal Berkshire Hospital. The post holder will also undertake the teaching and supervision of speech and language therapists and other professionals within this specialist clinical area. S/he will also be responsible for devising protocols to enable evidence based service provision across acute and into community SLT provision for service users where appropriate.

The adult SLT service has excellent links with the University of Reading and provides clinical education placements for SLT students.

## **RESPONSIBILITIES**

- **Patient/client care**

To be responsible for highly specialist assessment, differential diagnosis, formulation of treatment plans, writing of full and clear clinical records and assessment reports reflecting specialist knowledge. To manage complex caseload independently

To provide appropriate specialist intervention, reviewing patients as appropriate and evaluating the treatment outcomes for each individual.

To demonstrate good negotiation skills across a range of issues including case management in complex cases

To demonstrate clinical effectiveness by use of evidence based practice and outcome measures

To demonstrate skills in dealing with complex issues to generate appropriate strategies for caseload management

- **Service policy**

To be accountable for own professional actions and recognise own professional boundaries, seeking advice as appropriate

To work within defined departmental and national protocols/policies and professional code of conduct

To advise line manager on issues of service delivery including shortfall, service pressures etc.

To assume delegated tasks as requested by line manager, including participation in working groups, policy development groups

To propose and develop care protocols/packages relating to specialist area in liaison with Team Manager and multi-disciplinary peers to improve patient care

To contribute to interagency/multi-disciplinary team building and policy development

To be aware of, adhere to and implement service and team plans and policies

To use specialist knowledge to inform wider service/policy developments as appropriate

- **Working with resources**

To monitor stock levels in own service area and request new equipment as appropriate

To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to clients

- **Working with people**

To provide specialist training on a range of topics as required

To facilitate the development of others' problem solving/negotiation skills within peer review/support

To provide mentoring, advice and support to more junior Speech and Language Therapists, assistants and volunteers

Provide full student placements, including supervision of students and assessment of the placements as appropriate

To provide second opinions to more junior colleagues

To explain the role of Speech and Language Therapists to visitors, students, carers and volunteers

To support students from other professional groups as appropriate within section/team/setting

To identify the training needs within section/ team and to monitor and evaluate own highly specialist service delivery

To work independently, identifying own training needs and personal objectives through appraisal within the Continuing Professional Development framework at pre-determined intervals

- **Information**

To maintain up to date and accurate case notes in line with RCSLT professional standards and local trust policies

To share information with others, observing data protection guidelines

To gather and update activity data accurately and regularly, ensuring the provision of such information promptly within local Trust guidelines

## **Research and Audit**

- To participate in and develop innovations in areas of risk management, quality standards setting and clinical effectiveness.
- To undertake Clinical Governance/audit projects within local service.
- To participate in departmental research and clinical governance/audit projects.
- To collect and provide research data as required.

## **KNOWLEDGE AND SKILLS**

### **Communication and Relationship Skills**

- To contribute to clinical teams both multi disciplinary and uni disciplinary by discussing own and others input around clients needs ensuring a well co-ordinated care plan.
- To communicate complex condition related information from assessment to patients, carers, families and members of the multi-disciplinary team/other professions.
- To work closely with patients, carers and families, agreeing decision making relevant to the patient/client management.
- To demonstrate empathy with patients, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist.
- To develop skills in motivating patients and/or carers to engage in the therapeutic process.
- To develop negotiation skills in the management of conflict across a range of situations.
- To deal with initial complaints sensitively, avoiding escalation where possible.
- To form productive relationships with others who may be under stress and/or have challenging communication difficulties.
- To employ excellent communication skills.

### **Knowledge, Training and Experience**

- To demonstrate highly specialist knowledge in the area of clinical specialism underpinned by current evidence based practice.
- To manage caseload independently.
- To identify personal/professional development evidenced by Personal Development Plan/Professional Portfolio developed within an appraisal framework.

- To participate in Individual Performance Review ensuring that the objectives set reflect the Service and Trust plans, including specific objectives relating to the clinical specialism.
- To attend relevant training and development in order to maintain and develop skills and knowledge required of a specialist therapist working in the field of communication, voice, head and neck oncology and swallowing disorders and maintain up to date HPC and RCSLT registration.
- To attend Specialist Short Courses appropriate to clinical specialism.
- To demonstrate knowledge of, and adhere to RCSLT Professional and Clinical and National and Local Clinical Guidelines.
- To participate in the development of local clinical guidelines informed by evidence of clinical specialism.
- To participate in the development and delivery of specialist training (formal and informal) to others in area of clinical expertise with and without support.
- To keep up to date with new techniques and developments for the promotion and maintenance of good practice in communication, voice, head and neck oncology and swallowing disorders.
- To provide advice to non-specialists and other specialists/ professionals within clinical field.
- To carry out videofluoroscopic examination of swallowing under the RCSLT competencies framework and maintain training standards set by Ionising Radiation (Medical Exposure) Regulations 2000 (IRMER)
- To attend relevant course, meetings and special interest groups.
- To develop a working knowledge of relevant procedures including: Working with Vulnerable Adults and other legal frameworks.
- To develop a working knowledge of the principles of Clinical Governance and their application to professional practice.

### **Analytical and Judgmental Skills**

- To develop the ability to reflect on auditory, visual and kinaesthetic aspects of patient's communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness.
- To negotiate with carers, patients and others around individual case management.
- To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve.
- To use specialist knowledge to inform sound clinical judgments/decision making for case management.
- To make a differential diagnosis on the basis of evidence from assessment seeking advice as appropriate.
- To develop clear care plans based on best practice.
- To demonstrate the ability to reflect on practice with peers and mentors and identify own strengths and development needs.

- To develop the ability to target training (formal and informal) appropriately to the needs of course participants.
- To develop the ability to reflect on and evaluate training provided.
- To adapt practice to meet individual patient circumstances.

### **Planning and Organisational Skills**

- To manage and prioritise own caseload independently.
- To manage and prioritise own workload.

### **Physical Skills**

- To demonstrate highly developed auditory and perceptual skills in the assessment diagnosis and treatment of patients.
- To demonstrate skills in handling clients with disabilities.

### **GENERAL**

1. This job description is not exhaustive and can be altered in consultation with the post holder.
2. Any other duties which may be requested by the line manager in order to facilitate the smooth running of the hospital.
3. The Trust is an equal opportunities employer. The post – holder is at all times expected to carry out their duties in accordance with the Trusts Equal Opportunities Policy.
4. The post – holder is required to take reasonable care of the health and safety of him/her acts or omissions at work, and to co-operate with the Royal Berkshire NHS Foundation Trust to ensure that statutory and departmental safety regulations are adhered to.

### **LOCATION/MOBILITY**

You may be required to work at or from any additional location as may be determined by the Trust from time to time. The Trust also reserves the right from time to time to change your base on a permanent basis to a location determined by it at the time that the change is made.

You may also be required to travel between Trust premises as may be required for the performance of your duties.

### **FLEXIBILITY**

The Trust reserves the right to amend your job description and/or your duties from time to time. You also agree that you will work with the Trust to deliver the Trust's services, including without limitation, by complying with lawful and reasonable instructions from the Trust by adapting to new ways of working and attending training courses determined by the Trust from time to time.

### **CONTINUING PROFESSIONAL DEVELOPMENT**

To attend and contribute to staff meetings and Forums, supervision sessions, training courses, seminars and workshops, to ensure the development and enhancement of current working practices.

To participate in all personal review meetings, and take responsibility for personal and professional development. Responsibility for developing the role and the services provided.

### **DATA PROTECTION ACT**

You should be aware of the Data Protection Act and follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

### **HEALTH & SAFETY**

You are required to take responsibility for Health and Safety Risk Assessment and Workplace Inspections, and to take reasonable care for your own health and safety and that of other persons who may be affected by his/her acts of omissions.

You are also required to co-operate with all staff to ensure that all statutory regulations, policies, Codes of Practice and departmental safety procedures are adhered to, and to attend relevant training programmes.

### **INFECTION CONTROL**

Managers at all levels have a responsibility to act as role models to ensure that Infection Control is on the corporate and service agenda and remains a priority in terms of attention and resources.

All staff providing direct patient care must ensure that they follow procedures aimed at reducing the risk of passing on the organisms that can cause infections.

All staff, collectively and individually, have a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of Infection Control.

### **CONFIDENTIALITY**

Your attention is drawn to the confidential aspects of this post. You must not disclose any information of a confidential nature relating to the Trust or the service that it provides, or in respect of which the Trust owes an obligation of confidence to any service user, client or third party during or after your employment except in the proper course of your employment or as required by law.

You must not remove or copy any documents or tangible items including software which belongs to the Trust or which contain any confidential information from the Trust's premises at any time without proper advanced authorisation. You must return to the Trust upon request and in any event upon the termination of your employment, all documents and tangible items which belong to the Trust or which contain or refer to any confidential information and which are in your possession or under your control.

A breach of confidence could result in dismissal.

You should be aware that regardless of any disciplinary action taken, a breach of confidence could also result in civil action for damages.

### **CLINICAL GOVERNANCE**

The Trust aims to provide the highest standards of care. To further this aim you are expected to adhere to acceptable working practice as defined in Trust policies and guidelines. You also have a personal responsibility to your team and service to keep up to date and, if you encounter unacceptable practice, to raise through accepted channels.

## **ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS**

In order to comply with the Asylum and Immigration Act 1996, it is Trust policy to check documentation of all applicants in respect of proper immigration status to work in the UK. Employment will not be offered to any applicant or employee who does not have valid leave to remain in the UK or is subject to conditions, which prevent the individual from taking up employment.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

Safeguarding of individuals who come into contact with our services, whether a child or young person, person with Learning Disabilities or an older or vulnerable adult, is the responsibility of all employees of Royal Berkshire NHS Foundation Trust in whatever capacity they are employed.

## **SAFEGUARDING CHILDREN**

The Trust adheres to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, and all employees have a duty of care and a responsibility to safeguard and promote the welfare of children.

## **SMOKE FREE**

A smoke free policy is in operation and smoking is not permitted on any of the Trust's sites'. The policy also applies to all persons travelling in vehicles (including owned and lease cars) whilst on official business. Smoking is not permitted in privately owned vehicles that are parked on Trust grounds, or when transporting services users or visitors on official Trust business. Staff will not be supported by taking additional breaks away from the workplace to smoke off site. Please refer to the Staff Smoke Free policy for further details.

## **PERSON SPECIFICATION**

<b>CATEGORY</b>	<b>APPLICATION</b>	<b>INTERVIEWS</b>
<b>Education/Qualifications</b>		
Recognised Speech and Language Therapy Degree Qualification or equivalent Licence to Practice. Registered Member of Royal College of Speech and Language Therapist	E E	
<b>Training</b>		
Evidence of successful post-graduate study through CPD Portfolio	E	
Competent in Fibreoptic Endoscopic Evaluation of Swallow Assessments	D	D
Competent in videofluoroscopy assessments	D	D
<b>Previous Experience</b>		
At least 3 years post-graduate experience	E	
Relevant specialist experience post qualification	E	
Experience in developing and delivering training packages to other disciplines, carers and service users	E	
Experience in inter-agency working		E
Experience in changing own practice		E
<b>Knowledge, Skills &amp; Abilities</b>		
Excellent interpersonal skills – including observation, listening and empathy skills		E
Good negotiation and problem solving skills		E
Excellent presentation skills, both written and verbal		E
Excellent organisational skills		E
Prioritisation skills	E	
Good auditory discrimination skills and ability to transcribe speech phonetically	E	
Knowledge of national policies and procedures both NHS, Government and local Authority	E	
Knowledge of relevant procedures and other relevant legal frameworks including Safeguarding Adults, Mental Capacity Act	E	
Understanding of the roles of other professionals (relevant to the client group)		E
<b>Additional Requirements</b>		
Ability to travel to multiple sites		E

**DATE OF ISSUE: March 2021**