

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Specialist Speech and Language Therapist Acquired Neurological Conditions
Band:	6
Directorate:	Clinical support and Cancer Services (CSCS)
Department:	Adult Speech and Language Therapy Service
Base:	Dene Barton Hospital Cotford St Luke
Responsible for:	Other SLT staff (Band 4 or 5) as required Students as required
Responsible to:	Head of Adult Speech and Language Therapy
JD updated:	March 2024

Department Core Purpose

To provide specialist speech and language therapy services to adults with acquired communication, swallowing and voice difficulties.

Job Purpose:

- To work 2-3 days a week at the Somerset Neuro Rehabilitation Centre (SNRC) delivering patient centered and evidence- based care for patients with communication and swallowing disorders.
- To work 2-3 days a week in the community, working with patients with acquired neurological conditions.
- The role includes occasional cover at Musgrove Hospital, particularly for acquired neuro and/or deteriorating neuro caseloads.
- To assess, diagnose and treat patients with communication and swallowing disorders following an acquired neurological event (stroke or head injury).
- To actively contribute to service developments.
- Regular triage and prioritization of caseloads.
- To be included on the Bank Holiday Rota.
- To cover other areas of clinical work in times of annual leave and sickness within the postholder's level of competence.
- To work towards competence in videofluoroscopy.





Duties and Responsibilities

Communication and Key Working Relationships

- Liaises with the Speech and Language Therapists working in the Trust to ensure seamless transition of care between acute and community services.
- Communicates sensitive issues such as prognosis for swallow recovery and communication recovery on a daily basis. Works regularly in a supportive role, in bereavement situations to patients and carers.
- Maintains sensitivity at all times to the emotional needs of patients and / or their carers, in particular when imparting potentially highly distressing information regarding the nature of dysphagia, or communication difficulties and implications of the same.
- Will adapt communication to support patients and their families, carers.

Key Relationships:

- Head of Adult Speech and Language Therapy
- Deputy Head of Adult Speech and Language Therapy
- Pathway Lead Speech and Language Therapists.
- Speech and Language Therapists and Speech and Language Therapy Associates Practitioners across Somerset and neighboring areas
- Hospital Consultants.
- GPs.
- Nursing staff and other medical staff.
- Patients, families, and carers.
- Employers.
- Volunteers and voluntary organisations.

Planning and Organisation

- Plans and prioritises own workload on a daily basis.
- Liaises with other team members working across the Service, to ensure workloads are manageable across all areas.
- Manages time in order to complete all relevant documentation within the working day.

Analytics

- Analyses large amounts of complex information from a variety of sources in order to reach a working hypothesis / diagnosis of a patient's speech, language and / or swallowing disorder.
- Maintains intense concentration in all aspects of patient management for prolonged periods of time.
- Monitors auditory, visual and kinaesthetic aspects of patients' communication, adapting and facilitating according to perceived patient needs, including cultural and linguistic differences.

Responsibility for Patient / Client Care, Treatment & Therapy

- Provides a specialist speech and language therapy diagnostic, assessment and treatment service to a complex patient population of in-patients and out-patients.
- Provides cover in periods of sickness / annual leave / study leave for any area within the Speech and Language Team within the post holder's competence.
- Participates in multidisciplinary meetings, works to promote multi-professional links and plays a full role in the team approach to rehabilitation.
- Involves patients (where appropriate) and their relatives / carers in planning the therapy program.



- Selects and prepares the equipment required for the implementation of Speech and Language Therapy programs.
- Refers patients for objective assessments of swallowing such as videofluoroscopy.
- Works towards competence in carrying out videofluoroscopy.
- Attends relevant case conferences and meetings.
- Participates in the In-Service Training for relevant agencies, hospital staff, and Speech and Language Therapy team
- Promotes the understanding of Speech and Language Therapy internally and externally.
- From time to time to carry out duties, appropriate to grade and experience, which may reasonably be requested by the Adult Speech and Language Therapy Service Manager / Deputy Adult Speech and Language Therapy Service Manager.
- Contributes to the assessment and decision making process regarding a patient's capacity.

Policy, Service, Research & Development Responsibility

- Works closely with Head and Deputy Head of Adult Speech and Language Therapy Pathway Leads and other colleagues in quality initiatives.
- Leads clinical audits, initiating, writing and / or collaborating about policy development and action research in relation to acute work to ensure that service procedures are compliant with national standards set out by the Royal College of Speech and Language Therapy (in designated area).
- Keeps up to date with evidence base regarding best practice in area of specialism.
- Works closely with the Speech and Language Therapy Management team to support developments relating to acute Speech and Language Therapy work.
- Participates in and contributes to innovations and developments in areas of risk management, quality standards setting and clinical effectiveness to ensure service is meeting Trust guidelines.

Responsibility for Finance, Equipment & Other Resources

- Responsible for safe use of electronic communication aids by patients and carers.
- Notifies Head of Department / Pathway Lead / Team Administrator when resources are low.
- Shared responsibility that cabinets are locked and keys stored / at end of working day.
- Shared responsibility for the security, care and maintenance of equipment and therapy materials ensuring standards of infection control and safety are maintained.
- Shared responsibility for ensuring communication aids on loan to patients are working, clean and adhere to safety standards.

Responsibility for Supervision, Leadership & Management

- Responsible for day- to -day supervision / line management of Band 5 therapists and Associate Practitioners and Apprentices.
- Responsible for day-to-day supervision, support, and training of Speech and Language Therapy students.
- Responsible for Dysphagia training of nurses and care home staff.

Information Resources & Administrative Duties

- Writes up an account of diagnosis and proposed management in medical notes, nursing care plan and Speech and Language Therapy notes (on RIO).
- Writes up and communicates individualized patient care plan.
- Manages on line diary on RIO (booking and out coming of appointments).
- Sends documents to the SLT typing account for dissemination.
- Updates shared caseload spreadsheets at required.
- Manages emails.



- Makes onward referrals where necessary, and documents as professional standards indicate.

Any Other Specific Tasks Required

- Works in conjunction with the Head and Deputy Head of Speech and Language Therapy and Pathway Leads and departmental colleagues in providing Dysphagia Training.
- Seeks second opinions where necessary.
- Seeks specialist advice when necessary.
- Is flexible to the demands of the environment including unpredictable work patterns, deadlines, and frequent interruptions.
- Frequent exposure to unpleasant working conditions during swallowing assessments.



Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role.

Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.



Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

Review of Job Description

This job description is not an exhaustive list of duties but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder. All employees have a responsibility to abide by all Trust Policies.



Person Specification

Requirement	Essential / Desirable	How Assessed
<u>BEHAVIOURS ALIGNED WITH TRUST VALUES</u> <ul style="list-style-type: none"> Outstanding care. Listening and leading. Working together. 	E E E	Interview & Application form
<u>QUALIFICATIONS & TRAINING</u> <ul style="list-style-type: none"> BSc in Speech and Language Therapy. Registered with Health Care Professional Council. Level 5 Dysphagia Competencies Full UK Driving licence Advanced Dysphagia Competencies (Level 6) Member of RCSLT 	E E E E E D	Interview & Application form
<u>KNOWLEDGE</u> <ul style="list-style-type: none"> Able to teach / supervise and support Speech and Language Therapy students. Completed RCSLT Newly Qualified Competencies. 	E E	Interview & Application form
<u>EXPERIENCE</u> <ul style="list-style-type: none"> Previous experience working with patients who have an acquired neurological condition. Previous experience working with in-patients in an acute or community rehab setting Experience of contributing to multidisciplinary team planning Experience of running communication groups Experience of running dysphagia training sessions. Experience of carrying out triage assessments. 	E D D D E D	Interview & Application form
<u>SKILLS & ABILITIES</u> <ul style="list-style-type: none"> Skilled in recognising, diagnosing and treating swallowing disorders. Skilled in recognising, diagnosing and treating communication disorders. 	E E	Interview & Application form



<ul style="list-style-type: none"> • Able to prepare teaching materials for designated courses and to participate / lead in courses. • Able to work in partnership (e.g. with neuropsychologist, medics), in the assessment of patient capacity. • Has strong IT skills. • Compassionate - exceptional interpersonal skills with the ability to communicate effectively with patients, carers and relatives remaining sensitive and empathetic. • Listens to others' views respecting and valuing individual patient needs. • Professional and patient focused approach with inspirational skills, acting as a role model to colleagues and junior staff members. • Excellent organisational skills, ability to manage own time and plan timed activities for staff and patients. • Able to recognise and manage challenging situations in a calm and professional manner. • Able to take instruction and direction and work effectively as part of a team. • Able to record and retrieve information on charts / paper and electronic patient records. • High standards of written communication skills • Able to undertake PMVA training to required level for role. 	D E E E E E E E E E E E E	
COMMUNICATION SKILLS <ul style="list-style-type: none"> • Requires excellent verbal and written communication skills. • Compassionate - open minded, treats colleagues, patients, carers and relatives with dignity and respect. • Intuitive and caring nature - to be able to demonstrate an awareness and responsibility whilst recognising the impact frequent exposure to distressing circumstances has on care and compassion. • Flexible and adaptable to meet the needs of the patients. • Sympathetic and considerate towards patients, carers and relatives. • Able to inspire hope, support recovery and make a difference. • Act in a ways that support equality and diversity. 	E E E E E E E	Interview & Application form
PLANNING & ORGANISING SKILLS <ul style="list-style-type: none"> • Self-motivated. 	E	Interview &



<ul style="list-style-type: none"> • Excellent organisational skills, organising caseload, workload and time. • Able to adjust communication style reflecting listener level ability as necessary. • Able to develop positive working relationships with a range of professionals. • Able to work across teams. • Able to be flexible with timetable in order to respond to demands of the caseload. 	E E E E E	Application form
PHYSICAL SKILLS <ul style="list-style-type: none"> • Car driver - the post holder will be expected to have access to regular transport in connect with travel for the post. 	E	Interview & Application form
OTHER <ul style="list-style-type: none"> • Willingness to use technology to improve standards of care and support to our patients. 	E	Interview & Application form

SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – specify details here, including duration and frequency
Working in uncomfortable / unpleasant physical conditions	Y		<ul style="list-style-type: none"> • daily contact with bodily fluids, e.g. saliva, urine, faeces, and blood • daily contact with MRSA, halitosis, and candida • occasional exposure to fortnightly exposure to HIV, Aids, Hepatitis A • occasional verbal aggression from staff, patients, carers • regular exposure patients testing positive for COVID 19
Working in physically cramped conditions	Y		Ward environments are busy and noisy with difficulty finding space to write notes
Lifting weights, equipment or patients with mechanical aids		N	
Lifting or weights / equipment without mechanical aids		N	
Moving patients without mechanical aids	Y		When trained in manual handling
Making repetitive movements	Y		Typing



Climbing or crawling		N	
Manipulating objects		N	
Manual digging		N	
Running		N	
Standing / sitting with limited scope for movements for long periods of time	Y		In the office when note writing and completing admin tasks
Kneeling, crouching, twisting, bending or stretching		N	
Standing / walking for substantial periods of time	Y		Walking to wards and lots of standing during the day
Heavy duty cleaning		N	
Pushing / pulling trolleys or similar		N	
Working at heights		N	
Restraint, i.e. jobs requiring training / certification in physical interventions		N	
Mental Effort	Yes	No	If yes – specify details here, including duration and frequency
Interruptions and the requirement to change from one task to another (give examples)	Y		As required depending on caseloads and urgency of patient need
Carry out formal student / trainee assessments	Y		As required
Carry out clinical / social care interventions	Y		Dysphagia and communication assessments
Analyse statistics		N	
Operate equipment / machinery		N	
Give evidence in a court / tribunal / formal hearings	Y		Rare but if required
Attend meetings (describe role)	Y		Family meetings, Best Interest meetings, Team meetings
Carry out screening tests / microscope work		N	
Prepare detailed reports	Y		As required
Check documents	Y		Reports, medical notes, electronic systems
Drive a vehicle	Y		As required for role (SLT service covers acute and community)
Carry out calculations		N	
Carry out clinical diagnosis	Y		Essential to job role – diagnose speech swallowing voice and communication disorders
Carry out non-clinical fault finding		N	



Emotional Effort	Yes	No	If yes – specify details here, including duration and frequency
Processing (e.g. typing / transmitting) news of highly distressing events	Y		Regular, essential element of role
Giving unwelcome news to patients / clients / carers / staff	Y		Regular, essential element of role
Caring for the terminally ill	Y		Regular, essential element of role
Dealing with difficult situations / circumstances	Y		Regular, essential element of role
Designated to provide emotional support to front line staff		N	
Communicating life changing events	Y		Regular, essential element of role
Dealing with people with challenging behaviour	Y		Regular, essential element of role
Arriving at the scene of a serious incident		N	
Working conditions – does this post involve working in any of the following:	Yes	No	If yes – specify details here, including duration and frequency
Inclement weather		N	
Excessive temperatures		N	
Unpleasant smells or odours	Y		Regular exposure to halitosis, odours from urine, vomit and faeces
Noxious fumes	Y		Rare but potential
Excessive noise and / or vibration	Y		There is a lot of building work going on currently on site at MPH
Use of VDU more or less continuously	Y		All record keeping is electronic
Unpleasant substances / non household waste	Y		Rare but potential
Infectious material / foul linen	Y		Rare but potential
Body fluids, faeces, vomit	Y		Regular exposure in ward environment
Dust / dirt		N	
Humidity	Y		Wards can be very humid in the summer months
Contaminated equipment or work areas	Y		Occasional contamination of communication aids
Driving / being driven in Normal situations	Y		Occasional need to attend meeting or see patient in community setting
Driving / being driven in Emergency situations	Y		Occasional need to attend meeting or see patient in community setting
Fleas or lice		N	



Exposure to dangerous chemicals / substances in / not in containers		N	
Exposure to Aggressive Verbal behaviour	Y		Regular exposure as treating patients with dementia, brain injury and other acquired neurological conditions
Exposure to Aggressive Physical behaviour			Occasional exposure as treating patients with dementia, brain injury and other acquired neurological conditions

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			

