

JOB DESCRIPTION

JOB TITLE:	Specialist Speech and Language Therapist
BAND:	6
DEPARTMENT:	Community Neuro Service
DIRECTORATE:	Community Health Newham
REPORTING TO:	Highly Specialist Speech and Language Therapist
ACCOUNTABLE TO:	Clinical Lead Community Neuro Service

JOB SUMMARY

The Community Neuro Service (CNS) provides rehabilitation and management for people who have had a stroke and other neurological conditions in their own home or appropriate community location. The service provides specialist, coordinated advice and treatment to maximise independence, limit disease progression, reduce hospital admissions and facilitate smooth transition home following a hospital discharge.

The CNS also provides an Early Supported Discharge (ESD) Service for patients who have had a stroke. The ESD service is stroke specific rehabilitation provided in the patient's home where the level of rehabilitation provided is comparable to inpatient rehabilitation provision. The ESD service provides a seamless transfer of care from hospital to home and allows patients to continue rehabilitation in the home environment.

The postholder will provide a specialist Speech and Language Therapy (SLT) service for adults with communication and swallowing difficulties which are secondary to a neurological diagnosis, working as an integral member of the Community Neuro Service (CNS) which provides multidisciplinary assessment and intervention across stroke and neuro pathways.

KEY RESPONSIBILITIES

1. To provide a specialist speech and language therapy (SLT) service to clients after stroke, demonstrating a high level of competence in the management of acquired disorders of communication and swallowing, and an in-depth knowledge of the physical, psychological and emotional consequences of stroke.
2. To work effectively across the ESD, stroke and neuro pathways by supporting and working with the inpatient stroke and neuro multidisciplinary team.
3. To manage and prioritise a complex clinical caseload.
4. To provide advice and support to clients, carers and volunteers on communication and swallowing difficulties after stroke and other neurological conditions.
5. To assess needs for alternative and augmentative communication aids to enable clients to maintain or improve their level of independence and provide clients/carers with relevant training.
6. To provide advice, support and supervision to colleagues on SLT interventions for clients with stroke other neurological conditions and assist in the development of skills through continuing professional development activities.
7. Work collaboratively with local and regional non-statutory agencies to develop longer term support options for stroke survivors with communication difficulties after stroke, in line with Long Term Support Commissioning Guidelines (Commissioning Support for London).
8. To develop and evaluate training for carers and team members on SLT interventions trainers with Aphasia as appropriate.

9. To contribute to sharing best practice and research updates with Speech and Language Therapy and Community Neuro Service MDT by establishing links with other SLTs working in the field of stroke.
10. The post holder will also be expected to provide input to service planning, development, implementation and evaluation across the mainstream Adult Speech and Language Therapy (SLT) team, where appropriate.

MAIN DUTIES AND RESPONSIBILITIES

Patient Care	<p>To assess, develop and implement specialist (SLT) treatment, evaluate outcomes and make specialist clinical decisions following assessment of cases and write reports reflecting specialist knowledge.</p> <p>To provide appropriate specialist intervention and evaluate outcomes.</p> <p>To provide advice to others regarding the management and care of patients/clients with communication and/or feeding and swallowing difficulties.</p> <p>To ensure that patients are involved in the planning and prioritisation of their care plans wherever possible</p> <p>To demonstrate negotiation skills.</p> <p>To demonstrate clinical effectiveness by use of evidence based practice and outcome measures. This requires maintaining knowledge of current research and agreed best practice in working in the field of specialism.</p> <p>To adapt practice to meet individual patients' circumstances, including due regard for cultural and linguistic differences</p> <p>To demonstrate skills in dealing with complex issues to generate appropriate strategies for caseload management.</p> <p>To develop ideas of innovative practice in working in the promotion and development of adult clients' communication skills in specialist area.</p> <p>To adhere to inter-agency child protection and vulnerable adults policies.</p> <p>To provide a service which takes account of the needs of clients from a range of cultural and linguistic backgrounds.</p>
Clinical	<p>To independently manage and prioritise own complex caseload.</p> <p>To contribute to monitoring and evaluating own specialist service delivery and provide progress reports as necessary.</p> <p>To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate.</p> <p>To work within defined departmental and national protocols/policies and professional code of conduct.</p> <p>To work independently, accessing appraisal within an Individual Performance Framework at pre-determined intervals.</p> <p>To reflect on client's communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness.</p> <p>To negotiate with carers, clients and others around individual case</p>

	<p>management.</p> <p>To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve as appropriate.</p> <p>To use specialist knowledge to inform sound clinical judgements/decision-making for case management.</p> <p>To make a differential diagnosis on the basis of evidence from assessment, seeking advice as appropriate.</p> <p>To develop clear care plans based on best practice.</p> <p>To demonstrate the ability to reflect on practice with peers and mentors and identify own strengths and development needs.</p> <p>To adapt practice to meet individual patient/client circumstances.</p> <p>To participate in any service planning required to provide service cover in the event of staff absences.</p> <p>To plan, deliver and evaluate training (formal and informal), tailoring training to the needs of course participants.</p>
Administration	<p>To maintain up to date and accurate case notes and write reports in line with the Royal College of Speech and Language Therapists' (RCSLT) professional standards as well as local trust policies.</p> <p>To adhere to Trust and departmental policies and procedures to protect the confidentiality of information about clients' and colleagues at all times.</p> <p>To share information with others, observing data protection guidelines.</p> <p>To gather and update activity data accurately and regularly, ensuring the provision of such information promptly within local Trust guidelines.</p> <p>To assist in defining and collating data for the purposes of service monitoring and clinical governance activities.</p> <p>To contribute to, develop and maintain a store of specialist information and resources accessible to Speech and Language Therapy colleagues.</p>
Performance and Quality	<p>To use specialist knowledge to inform service/policy developments as appropriate.</p> <p>To liaise with other specialist Speech and Language Therapists working in specialist area both regionally and nationally through the Clinical Excellence network.</p> <p>To take a role in creating, developing and updating care pathways for specific clinical issues, within the SLT service.</p> <p>To participate in the development of care protocols/packages relating to specialist area in liaison with senior colleagues to improve patient care.</p> <p>To advise line manager on issues of service delivery including shortfall, service pressures, change in demand etc.</p> <p>To assist with the identification of training needs within the team.</p> <p>To assume delegated tasks as requested by line manager, including participation in a wide range of working groups and policy development</p>

	<p>groups, chairing where required.</p> <p>To liaise with relevant professional staff in Health, Education and Social Services and contribute to interagency/multi-disciplinary team building and policy development.</p> <p>To be aware of, adhere to and implement service and team plans and policies.</p> <p>To participate in projects aiming to promote the Speech and Language Therapy profession and service.</p> <p>To participate in and develop innovations in areas of risk management, quality standards-setting and clinical effectiveness.</p> <p>To participate in departmental research and clinical governance/audit projects, taking a lead role where appropriate to area of specialism.</p> <p>To collect, provide and evaluate research data as required.</p>
Financial and Physical Resources	<p>To monitor stock levels in own service area and request new equipment as appropriate.</p> <p>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.</p>

KNOWLEDGE AND SKILLS

Knowledge, Training and Experience	<p>To attend specialist short courses in clinical specialist areas.</p> <p>To develop knowledge of charities and voluntary sector groups.</p> <p>To attend training courses specific to child protection, and all mandatory Trust training courses.</p> <p>To demonstrate specialist knowledge in clinical specialism underpinned by current evidence-based practice.</p> <p>To manage large, complex and specialist caseloads independently.</p> <p>To identify personal/professional development evidenced by Personal Development Plan/ Professional Portfolio developed within an appraisal framework, including objectives relating to specialism.</p> <p>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.</p> <p>To attend relevant training and development in order to develop skills and knowledge required of a specialist therapist working in the field of specialism, and maintain up to date Health Professions Council and RCSLT registration.</p> <p>To liaise with other Specialist Speech and Language Therapists working in the specialist area both regionally and nationally through the Special Interest Groups network.</p> <p>To demonstrate knowledge of, and adhere to RCSLT Professional and Clinical and National and Local Clinical Guidelines</p> <p>To develop and deliver specific specialist training (formal and informal) enabling effective interventions with adult clients to others.</p>
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	<p>To provide information, education and training to staff from education, health and social services, in working with adults in the area of acquired communication disorder and/or eating and drinking.</p> <p>To provide information, education and training to carers and families to enable them to better understand communication difficulties and enable them to participate in promoting optimum communication strategies.</p> <p>To keep up to date with new techniques and developments for the promotion and maintenance of good practice in the specialist area.</p> <p>To provide specialist advice to non-specialists and other specialists/professionals working within clinical field.</p> <p>To attend relevant courses, meetings and special interest groups</p> <p>To adhere to relevant procedures including: Safeguarding Children, Working with Vulnerable Adults and other legal frameworks.</p> <p>To adhere to the principles of Clinical Governance and their application to professional practice.</p>
Supervision	<p>To provide regular specialist training on a range of topics (eg. facilitating communication) to a range of key personnel (eg. carers, other Speech and Language Therapists, other Health staff).</p> <p>To provide mentoring, advice and support to more junior Speech and Language Therapists, rehab support workers, co-workers and volunteers.</p> <p>To work alongside Health Advocates in order to ensure access to an equitable service for all.</p> <p>To take responsibility for volunteers, people on work experience and Speech and Language Therapy support staff as required, and ensure that Trust and Speech and Language Therapy policies are adhered to by those staff.</p> <p>To develop and provide full student placements, including student supervision and evaluation according to university and service requirements, for individual, pair and/or groups of students.</p> <p>To assist in providing support for students from other professional groups.</p> <p>To provide second opinions when required and advise Speech and Language Therapy staff on best practise in the field of specialism.</p> <p>To explain the role of Speech and Language Therapists to visitors, students, volunteers and other professionals.</p> <p>To identify training needs within section/team.</p> <p>To participate in service planning required to provide service cover in the event of staff absences.</p> <p>To participate in Trust Disciplinary and Grievance Procedures as necessary.</p>
Communication and Relationships	<p>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.</p> <p>To work closely with other statutory and voluntary sector staff to ensure a</p>

	<p>high standard of client care.</p> <p>To communicate complex condition related information from assessment, care plans and prognosis to clients, carers, families and members of the multi-disciplinary team/other professionals or agencies.</p> <p>To contribute Specialist knowledge to review meetings, inter-disciplinary discussion, discharge planning, case conferences and other meetings which are central to client care.</p> <p>To demonstrate the ability to communicate the role of speech and language therapists to visitors, students and volunteers, other health professionals, carers, clients and the general public.</p> <p>To work closely with clients, carers and families and other professionals agreeing decision making relevant to the patient/client management.</p> <p>To demonstrate empathy with clients, carers, families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist.</p> <p>To demonstrate skills in motivating clients, families, carers and/or other professionals to engage in the therapeutic process.</p> <p>To demonstrate negotiation skills in the management of conflict across a range of situations.</p> <p>To deal with initial complaints sensitively, avoiding escalation where possible.</p> <p>To participate in projects aiming to promote the Speech and Language Therapy profession and service.</p> <p>To form productive relationships with others who may be under stress and/or have challenging communication difficulties.</p> <p>To work effectively with Health Advocates and to provide an accessible and culturally sensitive service.</p> <p>To develop links with relevant national charities and voluntary sector groups.</p> <p>To employ excellent, flexible communication skills.</p>
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QUALITY IMPROVEMENT COMPETENCIES:

General	<ul style="list-style-type: none"> • Promotes a team culture where continuous improvement and learning are the norm. • Actively listens to the views of service users / customers / carers, and involves service users / customers / carers in quality improvement work. • Actively seeks opportunities to improve quality of service delivery by suggesting ideas, testing changes and contributing to ongoing quality improvement work within the team. • Undertakes the appropriate level of training and development in the quality improvement method and tools.
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JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder.

<u>Statement on Employment Policies</u>	
In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-	
Health and Safety	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
Equal Opportunities	<p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
Dealing With Harassment/ Bullying In The Workplace	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Harassment and Bullying Policy.</p>
No Smoking	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
Alcohol	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
Confidentiality	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
Data Protection Act	To maintain the confidentiality of all electronically stored personal data in line with the provision of the Data Protection Act.

Data Protection – Your Data	<p>As part of your employment with East London Foundation Trust, we will need to maintain personal information relating to your work on your personal file. You have a right to request access to your personal file via the Human Resources Department.</p> <p>To carry out as per Data Protection Act responsibilities with regard to the access and Health Records Act 1990.</p>
Safeguarding	All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.
Service User and Carer Involvement	ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.
Personal Development	Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.
Clinical Governance	<p>As an employee of the trust you are expected to support the Trust's clinical governance framework for monitoring and improving standards of care. You must do this by:-</p> <ul style="list-style-type: none"> • taking part in activities for improving quality • identifying and managing risks • maintaining your continuous professional development
Professional Standards	To maintain standards as set by professional regulatory bodies as appropriate.
Conflict of Interests	You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.
Risk Management	Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.
Personal and Professional Development/Investors in People	The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.
Infection Control	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:</p> <p>Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>

PERSON SPECIFICATION

JOB TITLE:	Specialist Speech and Language Therapist
BAND:	6
DEPARTMENT:	Community Neuro Service
DIRECTORATE:	Community Health Newham
REPORTING TO:	Highly Specialist Speech and Language Therapist
ACCOUNTABLE TO:	Clinical Lead Community Neuro Service

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S / I)
Education/ Qualification/ Training	Recognised Speech and Language Therapy degree qualification or equivalent.	E	S
	Health Professions Council – License to Practice.	E	S
	Registered Member of the Royal College of Speech and Language Therapists.	E	S
	Evidence of successful completion of specialist short courses.	D	S
	Membership of relevant Special Interest Groups / Clinical Excellence Networks.	D	S
Experience	Post-registration experience of working with adults with acquired communication and swallowing difficulties.	E	S / I
	Experience of independently managing clients with dysphagia.	E	S / I
	Experience of teaching / education (planning, delivering and evaluating training to others).	E	S / I
	Experience of working in a community setting.	D	S / I
	Experience of working successfully within a multidisciplinary team.	E	S / I
	Experience of use and interpretation of videofluoroscopy swallow assessment.	D	S / I
	Experience of assessment for and use of alternative and augmentative communication systems.	D	S / I
	Experience of supervising less experienced staff and SLT students.	D	S / I
Knowledge and Skills	Excellent interpersonal skills, including observation, listening and empathy skills.	E	I
	Negotiation and problem solving skills.	E	I
	Demonstrates good analytical and reflection skills.	E	I
	Good presentation skills, both written and verbal, including the ability to write clear and concise reports.	E	S / I

	Good organisational and prioritisation skills.	E	I
	Demonstrates ability to be a good team member.	E	S / I
	Awareness of the roles of other professionals relevant to the client group.	E	S / I
	Ability to work in partnership with other professionals and other agencies.	E	S / I
	Ability to work independently as appropriate.	E	S / I
	Well established knowledge of assessment tools relevant to the client group.	E	S / I
	Well established knowledge of a range of appropriate therapeutic interventions for acquired communication and swallowing difficulties.	E	S / I
	Well established knowledge of national policies and procedures relevant to the client group.	E	S / I
	Understanding of the principles of clinical governance.	E	S / I
	Awareness of the standards of record keeping.	E	S / I
	Awareness and sensitivity to the needs of clients from a range of ethnic and linguistic backgrounds.	E	S / I
	Working knowledge of relevant information technology.	E	S / I
Other	Willing and able to travel within Newham by public transport / bike / own car in the course of daily work.	E	S

S: Shortlisting I: Interview