

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Specialist Speech &amp; Language Therapist – Out-Patient Neurological Lead</b>
<b>GRADE:</b>	<b>Band 7</b>
<b>HOURS:</b>	<b>37.5 hours</b>
<b>TENURE:</b>	<b>1 year fixed term</b>
<b>DIRECTORATE:</b>	<b>Provider Services – Adult Therapies</b>
<b>LOCALITY:</b>	<b>Mount Vernon Hospital/ The Warren Health Centre</b>
<b>ACCOUNTABLE TO:</b>	<b>Team Lead for Adult Speech &amp; Language Therapy</b>
<b>KEY WORKING RELATIONSHIPS:</b>	<ul style="list-style-type: none"><li>• Speech &amp; Language Therapy Team</li><li>• Multidisciplinary Community Teams</li><li>• Neurology and Rehabilitation consultants</li><li>• Stroke Association Communication Support Organiser</li></ul>
<b>KEY DIMENSIONS:</b>	<ul style="list-style-type: none"><li>• To work with the Adult SLT team lead to co-ordinate and develop the out-patient service to clients with acquired disorders of communication and swallowing disorders across Hillingdon adult out-patient service.</li><li>• To work closely with all members of the multi-disciplinary team</li><li>• To actively contribute to service development in SLT service within the areas of long term neurological conditions &amp; older people services</li><li>• To co-supervise band 6 Speech and Language Therapists</li><li>• To provide advice and supervision to other SLTs in the team regarding the assessment and management of aphasia, dysarthria and cognitive-communication disorders, and dysphagia.</li><li>• To deliver training/teaching to carers, other health professionals and students</li></ul>

## JOB SUMMARY

The post holder will provide an outpatient Speech & Language Therapy service to adults in the London Borough of Hillingdon who have acquired disorders of communication and/ or swallowing.

The post holder will demonstrate efficacy of this service to stakeholders with appropriate liaison and relevant audit.

The post holder will advise and support other SLT staff with their work with patients with acquired disorders of communication and swallowing due to neurological causes.

The post holder will have co-supervisory responsibility for band 6 SLTs,

## **KEY RESPONSIBILITIES**

### **CLINICAL**

To use highly specialist clinical skills to manage a complex caseload of adults with communication and/or swallowing difficulties.

To provide specialist assessment of voice, communication and swallowing problems, formulate a hypothesis using a high level of clinical reasoning, and develop and implement appropriate interventions/rehabilitation to be delivered in patient's homes and in the wider community.

To provide appropriate specialist intervention and evaluate outcomes.

To write comprehensive reports that are accessible to a range of professionals reflecting specialist knowledge.

To develop clear care plans, advice and information, based on best practice and to use specialist knowledge to inform clinical judgments for care management.

To ensure that patients and/or carers are involved in the planning and prioritisation of their care plans and wherever possible facilitate patients with communication and/or cognitive difficulties to participate in the process to ensure meaningful outcomes.

To provide advice and training to other professionals, carers and relatives regarding the safe management and care of patients with communication and/or swallowing difficulties to maximise the patient's skills and reduce clinical risk.

To work collaboratively and liaise with a wide range of other professionals across a variety of locations and agencies

To adapt practice to meet individual patients' circumstances, including due regard for cultural and linguistic backgrounds

To reflect on auditory, visual and kinaesthetic aspects of patient's communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness.

To demonstrate clinical effectiveness by use of evidence based practice and outcome measures, and maintain knowledge of current literature and developments within the specialist clinical field of adult neurology (including stroke, progressive neurological conditions, and dementia).

To demonstrate specialist knowledge and use of high and low technology communication aids with a range of patients

To undertake and interpret videofluoroscopies on community clients as required

To assist in the provision of cover to the domiciliary SLT team for periods of leave for other members of the Adult SLT team leave.

To manage risk when dealing with people who live at home and who have swallowing difficulties, to promote choice by providing information about the risks and to contribute to moral and ethical decision making about oral and/or alternative feeding choices

To clinically co-supervise Band 6 SLTs.

## **TEAM WORKING**

To attend Multidisciplinary Team Meetings when appropriate, and to actively promote and contribute to MDT working, maintaining effective communication and client centred focus

To assume delegated tasks as requested by line manager, including participation in other working groups, policy development groups, and to contribute to interagency/multi-disciplinary team building and policy development.

To work closely with patients, carers and other community healthcare professionals where appropriate.

## **COMMUNICATION AND RELATIONSHIP SKILLS**

To employ excellent communication skills

To communicate complex condition related information from assessment to clients, carers, families and members of the multi-disciplinary team/other professions

To work collaboratively with clients, carers and families, agreeing decision making relevant to patient management

To employ counselling and listening skills when discussing clinical and emotional aspects of client care and form productive relationships with others who may be under stress and/or have challenging behaviour

To demonstrate empathy with clients, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist

To routinely overcome barriers to communication during assessment and intervention. This includes the use of augmentative or alternative communication, as well as accessing interpreter services where patients do not have English as a first language.

To demonstrate negotiation skills in the management of conflict across a range of situations

To deal with initial complaints sensitively, avoiding escalation where possible

To recognise potential breakdown and conflict when it occurs, and seek advice and support to resolve

To actively build links with relevant local support / community groups

To facilitate continuity of care through appropriate liaison with relevant agencies and services on transfer or discharge of clients from service

To provide training to a variety of audiences on aspects of Speech & Language Therapy and area of specialism

## **MANAGEMENT OF SERVICE**

To triage and direct SLT outpatient referrals to the appropriate sources.

To help develop and collate a bank of resources for assessment and treatment of adults with acquired disorders of communication.

To help develop care protocols/ training packages relating to acquired communication disorders to improve patient care.

To advise line manager of issues of service shortfall or pressure

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

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

To advise on and record the load of equipment / communication aids to patients

## **EDUCATION & TRAINING**

To evaluate own delivery and to be accountable for own professional action and recognise own professional boundaries seeking advice as appropriate.

To work independently accessing appraisal within an Individual Performance Review framework. To develop a professional portfolio developed within the appraisal framework to include objectives relating to clinical work area.

To attend specialist short courses, CENs and advanced training in specialist areas, and to demonstrate knowledge of these areas underpinned by current evidence based best practice

To enhance clinical expertise through self-reflection and analysis to identify own strengths and development needs

To provide mentoring, advice and support (including second opinions) to more junior Speech and Language Therapists, assistants and volunteers, and to participate in the supervision and training of Band 5 or 6 SLTs.

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

To provide support to students from other health professional groups as appropriate and to explain the role of Speech and Language Therapists to visitors, students and volunteers

To actively provide input to Team and Departmental meetings

To assist with the identification of training needs within the team, community, and Trust as a whole, and to target training (formal and informal) appropriately, and to develop the ability to reflect on and evaluate training provided

## **CLINICAL GOVERNANCE**

To develop a working knowledge of the principles of Clinical Governance and their application to professional practice

To adhere to National and Local professional codes of conduct

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

To ensure all mandatory training is up to date at all times

To develop a working knowledge of relevant procedures including: Manual Handling, Working with Vulnerable Adults, Lone working in the community

To gather and update activity data accurately and regularly on SystemOne, and provide information as required by the Trust

To share information with others, observing Data Protection Guidelines

To participate in and develop innovations in areas of risk management, quality standards setting and clinical effectiveness

To represent the team within multi-disciplinary systems of clinical governance within the Trust

To participate in, initiate or undertake departmental research and audit projects, and to collect and provide research data as required

To keep abreast of SLT research and development within adult neurology and community rehabilitation, utilising available resources to advance knowledge and skills

To monitor and evaluate own specialist service delivery and provide progress reports

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

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

## **WORKING CONDITIONS**

To have due regard for your own personal safety and that of carers, in particular to have regard to moving and handling regulations, restraining policies and ensure the safe positioning of self and others

To maintain intense concentration in all aspects of patient management for prolonged periods. In particular, to monitor auditory, visual and kinaesthetic aspects of client's communication, adapting and facilitating according to perceived client needs, including cultural and linguistic differences.

To be flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions

To routinely be alone with patients in the community and comply with lone working policy and to transport all materials/equipment required for each session to the individuals home

To demonstrate the ability to manage adults with challenging behaviours, such as dementia, including the application of appropriate management strategies

To actively seek support and personal help surrounding distressing cases

To work within infection control and health and safety guidelines in order to deal appropriately with unpleasant conditions related to client contact as they arise: for example exposure to body fluids such as blood and saliva, infectious conditions, encountered on a regular basis

To adhere to Trust policy and infection control principles and standards to minimise patient risk and ensure high quality patient care.

To undertake appropriate training and practice to ensure you have the right skills

To be responsible for keeping the environment clutter free, clean and raising issues of concern in the interest of staff and patient safety.

To ensure high cleaning standards to prevent infection and increase patient's confidence

To employ appropriate strategies to manage aggressive behaviour within the workplace and in the community

## **GENERAL RESPONSIBILITIES**

To maintain patients' confidentiality at all times and to be aware of Data Protection issues.

To follow Professional ethics as outlined in Communicating Quality (RCSLT) in regard to patient care and confidentiality.

To uphold Trust policies and objectives as appropriate.

To work within an Equal Opportunities framework at all times.

To be aware of Health and Safety legislation including COSHH Regulations and Health and Safety at Work Act 1977. To ensure the welfare of patients and co-workers at all times.

To take responsibility for self-development on a continuous basis, undertaking on-the-job and other training as required.

To develop IT skills.

This job description is intended as a guide to the main responsibilities of the post and **not** as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to his/her grade, which are not listed above, at the direction of his/her manager. The job description may be amended from time to time after consultation with the post holder.

<p><b>The following responsibilities are applicable to all employees:</b></p>
<p><b>Professional registration</b></p> <p>If professional registration is required for the role you undertake you are expected to maintain your registration with the applicable professional body (i.e. NMC, HCPC etc) and comply with the professional Code of Conduct. Your employment depends on you doing this and failure to remain registered or to comply with the Code of Conduct may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment. You are required to advise the Trust if the professional body in any way limits or changes the terms of your registration. Throughout your employment with the Trust, if requested you are required to provide your manager with documentary evidence of your registration with the professional body.</p>
<p><b>Safeguarding</b></p> <p>You have a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. You will be supported with the supervision and training needed to recognise and act on welfare concerns and to respond to the needs of children and adults. You have a responsibility to ensure that you are up to date with the safeguarding training required for all Trust employees.</p>
<p><b>Infection Control and Waste Disposal</b></p> <p>Infection prevention and control is the responsibility of all staff. All duties must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures.</p> <p>You must also ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.</p>
<p><b>Data Protection, Confidentiality and Access to Health Records</b></p> <p>All information concerning patients/clients and other staff members must be treated as confidential and you must adhere to the policies related to this subject. If you contribute to patients' health records you are expected to be familiar with, and adhere to, the Trust's Care Records Policy and accompanying documentation. You are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 199 and you should be aware that patients' records throughout the Trust will be subject to regular audit. You have a responsibility to ensure that patient records are maintained efficiently and that confidentiality is protected in line with the Trust's policies.</p> <p>You are likely to have access to computerised data systems and you are required to obtain, process and/or use information held in these systems in a fair and lawful way. You must hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. Only disclose data only to authorised persons or organisations as instructed.</p>
<p><b>Promoting Equality and Diversity</b></p> <p>Central and North West London Foundation Trust aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status. The Trust has a Valuing Diversity in the Workplace Policy and you are expected to adhere to the policy and support equality and value diversity by making sure that you do not discriminate, harass or bully colleagues, visitors or service users. You are also expected to make sure that you don't contribute to discrimination, harassment or bullying or condone discrimination, harassment or bullying by others. Everyone has a personal responsibility to promote and develop a culture that promotes equality and values diversity and where your role requires you to manage and supervise others you have the additional managerial responsibility to ensure that the team you work in does not discriminate, harass or bully.</p>
<p><b>Health and Safety and Risk management</b></p> <p>As an employee you must be aware of the responsibilities placed on you under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors. You are accountable, through the terms and conditions of your employment,</p>

professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All staff members have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff members receive appropriate training and a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee. Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Borough Director and relevant governance committee.

**No Smoking Policy**

There is a smoke free policy in operation in the Trust and smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

**Staff Support**

The Trust is committed to ensuring that you achieve a good work/life balance, have access to a wide range of support including flexible working options, childcare support and many training and development opportunities.

**General Note**

The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all the tasks which you may be required to perform. You may be expected to undertake other duties as may be required which are commensurate with your grade and experience. This job description may be subject to change from time to time in order to meet the changing needs of the Trust and department and any changes should be discussed with you. All duties and responsibilities must be carried out in accordance with statutory legislation, CNWL Standing Orders, Health and Safety regulations and professional Codes of Practice.