



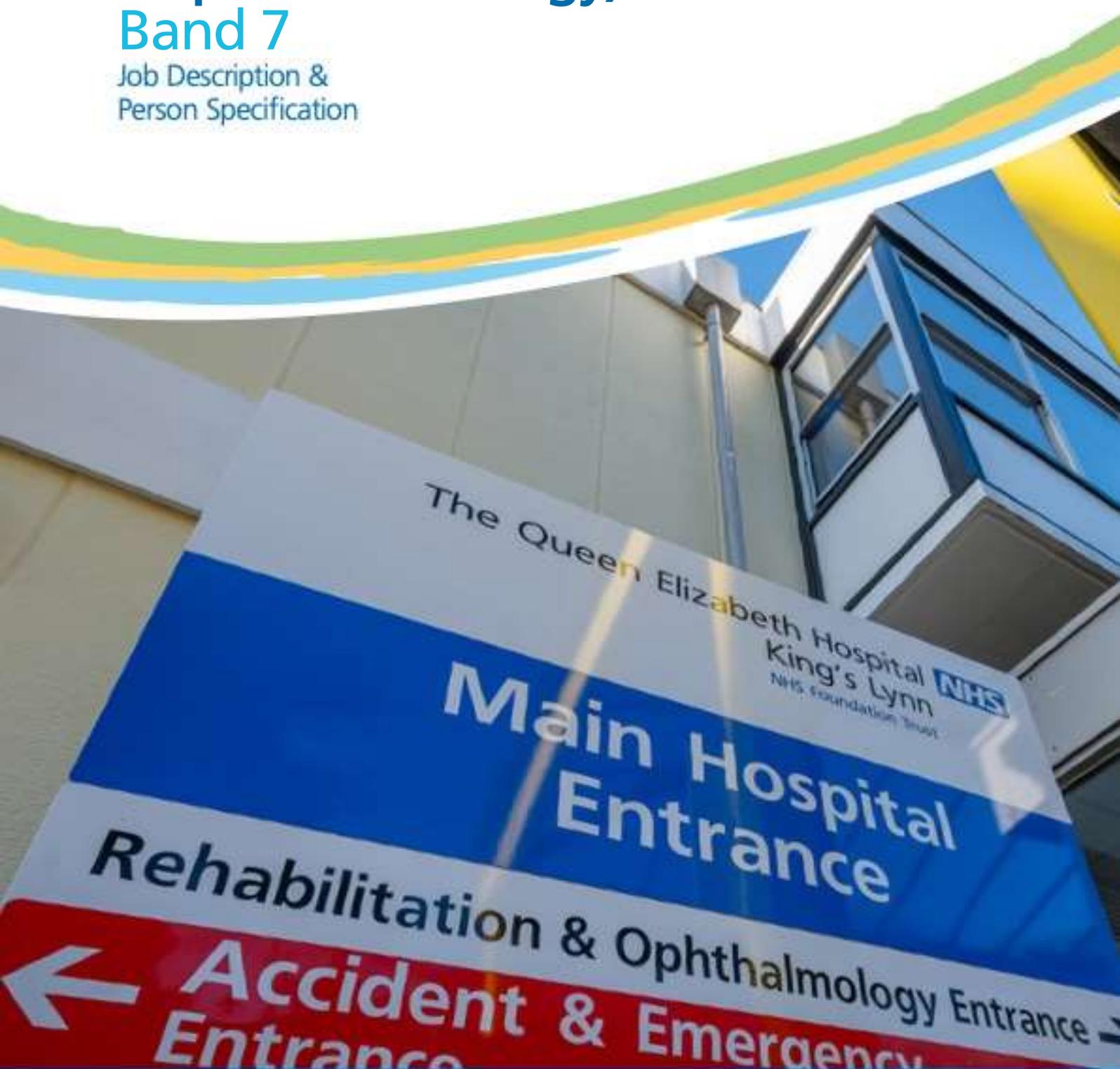
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The Queen Elizabeth  
Hospital King's Lynn  
NHS Foundation Trust

# Acute Specialist Speech and Language Therapist (special interest in adult acquired neurology) Band 7

Job Description &  
Person Specification



Our vision is to be the best rural District General Hospital  
for patient and staff experience

## Job Description

<b>Job title:</b>	Acute Specialist Speech and Language Therapist (special interest in adult acquired neurology)
<b>Grade:</b>	Band 7
<b>Department:</b>	Speech and Language Therapy
<b>Responsible to:</b>	Speech and Language Therapy Service Lead
<b>Professionally accountable to:</b>	Divisional Director Clinical Support Services
<b>Hours:</b>	37.5 – part time hours will be considered

## Job Description

- To provide a Speech and Language Therapy (SLT) Service to acute hospital inpatients with a range of neurological conditions utilising highly developed specialist assessment and management skills of dysphagia and communication.
- To contribute to the provision of instrumental evaluation of swallowing including Videofluoroscopy
- To be competent in the assessment and management of tracheostomy
- To evaluate the Speech and Language Therapy service within specialist area, making recommendations for improvements and future design of services in line with best practice and current guidelines including local and national policies
- To work as part of the MDT to differentially diagnose, assess, treat and manage swallowing and communication disorders within the speciality
- To provide expertise to Speech and Language Therapy and MDT colleagues, patients and carers through specialist advice and education
- To support the Speech and Language Therapy team in the delivery of care across the Acute Medical service

## Main Duties & Responsibilities

### Patient / Client Care

- To provide highly specialist dysphagia and communication assessments to inform accurate diagnoses for patients within specialist area
- To formulate comprehensive, patient centred and individual treatment programmes/management plans using highly specialist skills

- To use instrumental swallow assessment techniques and be competent in Videofluoroscopy to a level of independent practice in line with RCSLT competencies
- To assess, diagnose and manage patients with tracheostomy in line with RCSLT competency framework
- To work across acute medical wards and in critical care
- To independently coordinate, allocate and organise specialist caseload including those of junior and assistant staff to meet service priorities ensuring a high standard of clinical care
- To assess patient understanding of treatment plans involving individuals and significant others in decision making, working within a legal framework for patients who lack capacity to consent to treatment
- To write complex and detailed reports reflecting specialist knowledge
- To maintain accurate, up-to-date and comprehensive patient treatment records in line with the Trust, departmental and professional standards
- To independently manage decision making regarding clinical risk within own patient caseload including patients with complex communication problems and complex dysphagia
- To represent SLT service at Trust policy development groups to ensure that SLT is incorporated into Trust wide developments and initiatives
- To develop and implement policy and service changes in own clinical area and ensure delivery of best practice
- To provide advice and training to a wide range of professionals and client groups regarding the management and care of patients with communication and/or feeding and swallowing difficulties
- To demonstrate good negotiation skills across a range of issues and to negotiate with others around case management in complex cases (e.g. case conferences)
- To communicate complex condition related information from assessment to clients, carers, families, and members of the multidisciplinary team/other professions
- To adapt practice to meet individual patients' circumstances, including due regard for cultural and linguistic differences
- To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures
- To plan, run and evaluate patient and carer groups in accordance with clinical needs as appropriate
- To contribute to discharge planning for patients from acute services within specialist MDT

### Professional

- To adhere to all professional and clinical guidelines set by RCSLT, HCPC, the Trust and other relevant bodies, monitoring own and others quality of practice as appropriate
- To provide supervision, mentoring, advice and support to more junior SLTs, assistants, and volunteers within speciality

- To be placement co-ordinator for the service and support student placements as practice educator and through support of other team members acting as practice educators
- To monitor and evaluate own specialist service delivery and provide progress reports
- To attend relevant training and development in order to maintain and develop skills and knowledge required of a highly specialist therapist and maintain up to date HCPC and RCSLT registration
- To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate
- To participate in staff appraisal process both as an appraiser and an appraisee
- To actively participate in clinical supervision sessions as part of quality assurance in clinical care
- To be actively involved in relevant professional clinical groups/seeking membership of clinical excellence networks
- To deal with initial complaints sensitively, avoiding escalation where possible

### Organisational

- To take delegated lead on the development of team objectives or projects in liaison with peers and at the request of the Head of Speech and Language Therapy. This may include leading and participating in working groups and policy development groups.
- To lead on the development of care protocols, policies or standard operating procedures for specific clinical issues as requested
- To advise Head of Service on issues of service delivery including shortfall, service pressures, etc.
- To assume delegated tasks as requested by Head of Service, including participation in working groups, policy development groups, representing Head of Service at meetings when required
- To contribute to, adhere to and implement service and team plans and policies
- 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
- To assist in the identification of training needs within the team

### Research & Development

- To participate in the development of innovations in areas of risk management, quality standards setting and clinical effectiveness
- To contribute to departmental research and clinical governance/audit projects with support
- To collect and provide research data as required

## **Governance and Statutory Requirements**

The post holder is expected to comply with the governance arrangements and policies and procedures of the organisation, available on the Trust intranet site.

## **Equal Opportunities and Diversity**

The Trust has an absolute commitment to equal opportunities based on sound management practice, respect for the individual and legislative compliance. The post-holder must at all times carry out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

## **Health and Safety & Risk Management**

Employees must be aware of the responsibilities placed upon them under the Health and Safety Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.

Employees must wear personal protective equipment where provided.

All employees are expected to comply fully with the Trust and Departmental fire policies and procedures to meet their responsibilities in relation to fire safety. All staff are also expected to maintain safe infection control practices at all times.

All employees are responsible for reporting any accidents, untoward occurrences and potential hazards to their Head of Department even when no injury or property damage has resulted.

## **Infection Control**

All staff have a responsibility to contribute to the reduction of healthcare acquired infection by the adherence to best practice.

Staff are expected to comply with hand hygiene guidelines and ensure all equipment used for patient care is clean and fit for purpose.

Staff are requested to report any environmental concerns regarding breach of infection prevention guidelines to their line manager.

## Information Governance

Confidentiality is both a moral and contractual obligation and applies both inside and outside of work. Any matters of a confidential nature, and in particular any information relating to patients, individual staff records and details of contract prices and terms must, under no circumstances, be divulged or passed to any unauthorised persons at any time during your employment or afterwards.

All notes, emails, records and other documents, regardless of medium, are and shall remain the property of the Trust and shall be handed over by you to the Trust from time to time on demand and, in any event, upon termination of your employment. All assets issued to you (such as identity card, car parking pass, equipment, office keys etc) must be surrendered to the Trust upon termination of your employment and, where applicable, on change of employment within the Trust.

As a user of information you must be aware of your responsibilities, both legal and other, and comply with all policies and procedures issued by the Trust and associated NHS Codes of Conduct and work within the principles outlined in the information governance framework. This includes information security (including encryption and, where applicable, home working and remote access), records management and information quality responsibilities.

Under the common law duty of confidentiality, you may be personally liable in a court of law for unauthorised disclosure of personal data. In addition, the wilful or negligent disclosure of confidential information or disregard for the Trust's information governance framework would be a breach of the disciplinary rules and could result in summary dismissal. Should you breach this clause after your employment has ended, the Trust may take legal action against you.

## Safeguarding Children/ Vulnerable Adults

All Staff within the Trust share a commitment to safeguard and promote a Child's or Vulnerable Adult's wellbeing. As an organisation we need to ensure that all staff who come into contact with Children/Vulnerable Adults in their daily activities or provide services to adults with Children or Vulnerable Adults receives mandatory safeguarding training which is appropriate to their role. In addition to this you will be expected to work in accordance with the policies and procedures relating to Safeguarding Children/Vulnerable Adults that have been agreed by the Trust.

## Values & Behaviours

All staff must be able to evidence that they possess and exhibit the behaviours which underpin the core values of the Trust

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER.

**THIS JOB DESCRIPTION WILL BE REVIEWED ANNUALLY**

Person Specification				
Criteria	Essential/ Desirable	Means of Assessment		
		A	I	Q
<b>Qualifications/Training and Professional Development</b>				
Attainment of recognised degree in Speech and Language Therapy as recognised by RCSLT and HCPC	E	✓	✓	✓
RCSLT membership	E	✓	✓	✓
Current Health & Care Professions Council (HCPC) registration	E	✓	✓	✓
Evidence of successful completion of post graduate study in dysphagia, and relevant highly specialist short courses	E	✓	✓	✓
Evidence of ongoing CPD to meet regulatory body professional standards	E	✓	✓	✓
Membership of any relevant clinical excellence networks (CENs)	D	✓	✓	✓
<b>Experience</b>				
Significant relevant specialist clinical experience of working with patients with communication difficulties and dysphagia	E	✓	✓	
Experience in delivering education and training packages	E	✓	✓	
Experience in supervising undergraduate Speech & Language Therapists and more junior therapists	E	✓	✓	
Experience of multi-disciplinary team working and inter-agency working	E	✓	✓	
Competence in Videofluoroscopy to a level of independent practice in line with RCSLT competencies	E	✓	✓	
Relevant experience working in a community setting	D	✓	✓	
<b>Skills, Abilities, and Knowledge</b>				
Competent to a high level in the management of complex patients with communication and/or swallowing disorders within speciality	E	✓	✓	

Ability to be an excellent team member and assume leadership responsibilities when required by line manager	E	✓	✓	
Excellent interpersonal skills including observation, listening and empathy skills	E	✓	✓	
Highly developed negotiation and problem-solving skills	E	✓	✓	
Excellent organisation and prioritisation skills	E	✓	✓	
Competent use of IT	E	✓	✓	
In depth knowledge of RCSLT guidelines, national policies and procedures relevant to client group	E	✓	✓	
In depth knowledge of principles of clinical governance and audit	E	✓	✓	
<b>Aptitude</b>				
Demonstrates an ability to be flexible and adaptable to workplace demands	E	✓	✓	
Adherence to Trust values	E	✓	✓	