

Job Description

Job Details:

Job Title:	Speech and Language Therapist (SLT) - Adults with acquired communication and swallowing disorders
Band:	5
Location:	Norfolk and Norwich University Hospital (NNUH)
Department:	Speech and Language Therapy Department
Managerially Accountable to:	Team Leader
Professionally Accountable to:	SLT Service Manager

Job Purpose:

To provide Speech and Language Therapy assessment, differential diagnosis and treatment for adults with acquired communication and swallowing disorders. This position may be based in one or more of the following NNUH SLT teams: Head and Neck Cancer/Voice SLT Team, Acute/Critical Care Complex SLT Team, Neurosciences SLT Team.

To provide education, training and advice to patients, carers, other health care professionals and voluntary organisations.

To be involved in undertaking audits of the provision of Speech and Language Therapy services within the designated team.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

Overview of Essential Responsibilities:

Clinical

1. To hold and manage a delegated caseload and to be legally accountable for all clinical decisions and professional actions.

2. To provide assessment, differential diagnosis and appropriate and clearly planned Speech and Language Therapy intervention and discharge planning for patients with a wide range of disorders referred to the Service, in line RCSLT Clinical Guidelines, and standards set by, Team Leaders and SLT Service Manager.
3. To adapt assessment and intervention techniques to the needs of individual patients on an ongoing basis including the provision of augmentative and alternative communication systems as appropriate.
4. To identify need for second opinions, referring to senior colleagues as appropriate.
5. To assist/observe instrumental assessments, as patient need dictates (e.g. participation in videofluoroscopy (VFS), Fibreoptic Endoscopic Evaluation of Swallow (FEES), videolaryngoendoscopy and voice clinic), conducted by senior SLTs. To be aware of Health and Safety issues in relation to potential exposure to radiation and bodily fluids.
6. To contribute to assessment and information gathering of a patient's mental capacity in relation to their ability to consent with support from senior colleagues. To also enable patients to maximise their independence in decision making and their ability to communicate their wishes.
7. To work closely with all appropriate agencies and MDT colleagues to ensure comprehensive management of the patient's SLT needs, providing written and verbal reports as appropriate to ensure that all parties involved fully understand the nature of the patient's communication/swallowing disorders.
8. To participate in case conferences and undertake multi-disciplinary working, to enhance patients' functional abilities.
9. To devise, monitor, supervise and evaluate the implementation of communication and swallowing intervention programmes carried out by others, e.g. SLT Assistants, other health professionals, volunteers and carers.
10. To provide information that may be complex to patients, carers and families in a manner that enables and ensures their understanding (patients will frequently have communication and or cognitive difficulties as well as emotional difficulty accepting the information being provided), observing data protection guidelines.
11. To adapt practice to meet individual patients' circumstances, including due regard for cultural and linguistic differences, utilising interpretation services where appropriate.
12. With support from senior colleagues, to sensitively negotiate patient-led goals with the patient, family, carers and MDT in situations, in order to enable the patient to engage in treatment and ensure that patients are involved in the planning and prioritisation of their care plans wherever possible.

13. To recognise the possible emotional consequences of working with patients and families in distressing circumstances, such as delivering bad news about prognosis, and to know where to seek appropriate assistance.
14. To demonstrate empathy with patients, carers and families, and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist.
15. To contribute to the teaching and training of family members, carers and other professionals as relevant to the needs of individual patients and patient groups, in agreement with Team Leader.
16. To audit the clinical effectiveness of interventions specific to own caseload, applying the principles of Evidence-Based Practice and outcome measures as determined by the Team Leader.
17. To keep up to date with current clinical and technological advances in liaison with senior colleagues.
18. To work closely and flexibly with SLT colleagues in order to provide a seamless service to patients.
19. To develop resources to meet patient requirements and for departmental use.

NB: All caseloads will be restricted to communication disorders only, unless training and competence are achieved/maintained in dysphagia management.

Professional

1. To represent the Adult Speech and Language Therapy NNUH Team as requested by the Team Leader/SLT Service Manager and report back as appropriate.
2. To adhere to the SLT Service supervision policy.
3. To participate in Clinical Governance, Research and Development and Audit activities as required by Team Leader/SLT Service Manager and MDT colleagues.
4. To provide observation opportunities for prospective SLT career candidates, students from other health professions and non-health related individuals as requested by Team Leader/SLT Service Manager.
5. To assist in the clinical training of Speech and Language Therapy Undergraduates on placements and contribute to clinical training of medical students in agreement with Team Leaders/SLT Service Manager.
6. To support the work and contribute to the development of SLT Assistants and volunteers as relevant, when working in own clinical area.

7. To assist senior SLTs in providing training and updating to other relevant professionals in the specialist clinical area.

Organisational

1. To collect, input and monitor own caseload data and report to Team Leader/SLT Service Manager as required by the SLT service and Trust.
2. To inform the Team Leader/SLT Service Manager of any variations to service delivery, changing priorities and needs, and their likely impact in relation to the need for service development.
3. To monitor stock levels in own service area and request new equipment as appropriate. To maintain a yearly stock-take of equipment at the Norfolk and Norwich University Hospital in conjunction with SLT colleagues.
4. To keep assessment, treatment materials and equipment up to date, safe (following infection control procedures) and in good order, informing the Team Leader/SLT Service Manager of needs and opportunities identified.
5. To maintain an up to date record of communication equipment loaned to patients
6. To assist the Team Leader/SLT Service Manager in the development of clinical standards, policies, procedures and further service developments.
7. To be aware of and adhere to service and team plans and policies.
8. To comment on proposed service/policy developments as appropriate.

Line Management/Financial Management Responsibilities:

N/A

Specific Additional Responsibilities:

N/A

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Exposure prone procedures (EPP)	No	Prevention and management of aggression	No
Manual handling	Yes	Crouching/stooping or kneeling	Yes
Night working/shift work	No	Frequent hand washing/wearing gloves	Yes

VDU user	Yes	Chemical sensitisers	No
Driving patients	No	Noise	No
		Other (please state)	No

Job Specification

		Means of Assessment
	Essential/ Desirable	Application Form/ Interview/Ref/Test
Qualifications/training and professional development		
Attainment of relevant qualifications in Speech and Language Therapy as recognised by RCSLT and HCPC	E	AF
Registered member of RCSLT and HCPC	E	AF
Experience		
Undergraduate clinical experience in adult acquired communication and swallowing disorders	E	AF/I
Clinical experience as a Speech and Language Therapist	D	AF/I
Experience/observation of dysphagia, Videofluoroscopy, Fibre optic Endoscopic Evaluation of Swallow at undergraduate or post graduate level	D	AF/I
Case load management experience	D	AF/I
Evidence of study/research around an area of clinical interest	D	AF/I
Experience of voluntary or paid work with a relevant organisation or patient group	D	AF/I
Skills, abilities and knowledge		
Basic knowledge of assessment and therapeutic interventions for acquired communication and swallowing disorders	E	AF/I
Able to develop the confidence to work independently and recognise when to seek advice	E	AF/I

Able to demonstrate functional understanding of the principles of equality and diversity within the context of SLT practice	E	AF/I
Good communication and presentation skills, both written and verbal	E	AF/I
Able to work within an interdisciplinary team	E	AF/I
Basic level of computer skill including use of Microsoft Word, Outlook and Excel	E	AF/I
Able to make accurate auditory and visual observations	E	AF/I
Able to make own travelling arrangements	E	AF/I
Able to speak English	E	AF/I
Postgraduate Dysphagia training	D	AF/I
Awareness of principles of clinical governance and audit	D	AF/I
Able to confidently use Microsoft Word, Excel, Outlook and PowerPoint	D	AF/I
Able to organise workload and manage time	D	AF/I
Attitude, aptitude		
Able to identify with the Trust's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E	AF/I
Able to empathise with patients who may have life changing, progressive and/or terminal medical conditions	E	AF/I
Willingness to learn from more experienced colleagues	E	AF/I
Flexible to adjust quickly to the changing demands of the service	D	AF/I
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	E	AF/I

Demonstrates understanding and commitment to Equality, Diversity and Inclusion	E	AF/I
--	---	------

Job Specification:

Reasonable adjustments will be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.