#

# NHS FORTH VALLEY

## JOB DESCRIPTION

1. **JOB DETAILS**

**Job Title: Speech & Language Therapist.**

**Responsible to: An Appropriately Identified Line Manager**

**Department(s): Various**

**Jobholder Ref: G-AHP-SLT-B7**

1. **JOB PURPOSE**

As part of a multidisciplinary team there is a responsibility for delivering an advanced therapy service to an identified client group. Assessing client conditions and developing advanced programmes of interventions relevant to the individual’s needs.

Implementing and evaluating advanced therapeutic programmes of care to meet the client’s circumstances to ensure that they are cared for appropriately.

Undertake research and evaluate innovative approaches of therapeutic care to develop the speech and language therapy service.

To use advanced knowledge and experience to provide clinical support, advice and supervise junior staff and other health care professionals.

1. **DIMENSIONS**

There is no direct line management of staff although there may be a requirement to supervise and advise junior and unqualified healthcare staff and provide clinical support to less experienced therapists and students.

To provide clinical tuition to students as required, and provide supervision and evaluation of the work of other therapists and support workers.

1. **KEY DUTIES**

**Responsibilities**

* **Patient Client Care**

**There is a responsibility to:**

Use specialist knowledge and act as local advisor to other therapists working in the geographical area. This will include joint assessment, intervention, and planning and making the decision about which clients will be a priority for direct specialist service.

Provide comprehensive specialist assessment and differential diagnosis of all aspects of communication, language, speech, voice, fluency and eating and drinking; including the assessment/diagnosis process of other professionals.

Devise, establish and implement planned intervention strategies to maximise individuals’ potential.

Autonomously manage own specialist caseload and workload to ensure an effective and equitable speech and language therapy service within a defined area of NHS Forth Valley.

Continuously monitor and evaluate the effectiveness of those interventions and adapt and respond accordingly. This may include onward referral to other specialist and discharge planning.

Assess capacity, gain valid consent and have the ability to work within a legal framework with patients who lack the capacity to consent.

Adapt practice to meet clients’ circumstances including due regard for cultural and linguistic differences.

Work as an active member of a range of multi-professional teams to share knowledge and expertise and work collaboratively to promote best practice.

Collaborate with other speech and language therapists working in this specialist field within NHS Forth Valley to develop best practice and maintain equity in service delivery.

* **Policy and Service**

**There is a responsibility to:**

Attend and contribute to staff meetings which will ensure effective communication within the department and provide opportunities to be involved in the planning and implementation of team and Service developments.

Comply with NHS Forth Valley policies and procedures including fire, health & safety, security and confidentiality. If required to work in other environments, e.g. schools, day centres, comply with their local policies and guidelines.

Make recommendations and contributions to the development of departmental policies within own area of specialism and ensure their implementation and regular review. This will include a high level of multi-professional and/or interagency collaborative work to develop the required guidelines for the service to operate effectively in the specified location/area.

Develop and evaluate innovative working practice and disseminate to Speech & Language Therapy Service in order to take forward the clinical effectiveness agenda.

Keep abreast of national trends and research in own specialist area to inform service development and clinical effectiveness within NHS Forth Valley.

* **Finance and Physical Resources**

**There is a responsibility to:**

Order specialist equipment/resources for the provision of specialist therapeutic interventions.

Recommend and prioritise equipment and resources for specialist area.

Monitor stock levels in the service area and ensure the efficient use of health service resources and request new equipment as appropriate.

Ensure the security care and maintenance of equipment ensuring standards of infection control and safety are maintained including equipment loaned to clients in the area of work.

* **Staff Management/Supervision, Human Resources, Leadership and/or Training**

**There is a responsibility to:**

Support less experienced staff within the team with complex case management and interpretation of policies.

Supervise the work of Technical Instructors/Assistants and other support workers by devising therapy programmes and delegating suitable tasks. This requires the ability to assess the quality of input and adapt supervision accordingly.

Initiate, recommend and provide training as required in the specialist field to a wide range of staff both within the NHS and other agencies.

Act as a mentor to Speech and Language Therapists and t use specialist experience to support other staff in their work.

Use specialist knowledge to plan, deliver, recommend and evaluate informal/formal training to a range of different professionals/carers including othe speech and language therapists, in order to maximise their understanding and ability to support clients with a range of difficulties, in a variety of settings as necessary.

Provide clinical tuition, supervision and evaluation of Speech and Language Therapy students to ensure the future of the profession and provision of service. The postholder will be expected to take students up to final examination.

Provide shadowing opportunities for students of other professions when required.

* **Information Resources**

**There is a responsibility to:**

Maintain case notes, records and provide written reports and attend review meetings and case conferences as required.

Input statistical data timeously and accurately following departmental guidelines as required.

There is the general use of:

IT systems

Telephone/communication systems

Patient care records/systems pertinent to the area of work

* **Research and Development**

**There is a responsibility to:**

Undertake research and evaluate innovative approaches of therapeutic care to develop the Speech & Language Therapy service.

Undertake research and development activities and clinical governance projects, to monitor and improve the quality of service and to contribute to appropriate departmental research or audit (once or twice a month on average).

Participate in ongoing clinical supervision, peer review and audit of service provided.

Regular clinical reflection through peer review will be undertaken.

**Skills**

* **Physical**

**There is a requirement to:**

Use highly developed auditory and perceptual skills in order to carry out detailed assessment and intervention of speech, language, communication and voice.

Use excellent hand-eye co-ordination for Makaton signing if appropriate to clinical area of work.

Use a number of pieces of equipment pertinent to the clients’ needs in the provision of therapeutic care.

Use a Personal Computer on a daily basis.

**There is a requirement to be familiar with the general use, storage and care of all equipment used within the therapeutic area of work.**

* **Communication**

**There is a requirement to:**

Ensure that effective communication is maintained with referring agents, clients, carers, clinical healthcare teams, education and colleagues by attending case reviews, submitting oral and written reports and making onward referrals as required.

Use a high level of communication skills to influence the clinical practice of other Speech & Language Therapists involving skills of motivation and persuasion.

Communicate highly complex, sensitive and emotional information at a variety of levels, according to individual requirements. A key component of the role is the requirement to communicate effectively with a wide range of professionals, carers, clients and colleagues.

Frequently overcome major barriers to verbal understanding and to adapt communication styles to make information accessible, e.g. use of sign language or a variety of visual strategies

Overcome major barriers to verbal and written understanding, conveying highly complex information, e.g. explaining to a client who has lost their ability to fully comprehend language, the requirement for PEG feeding (Gastrostomy). This includes facilitating the client in making and conveying and informed decision.

Deal with contentious situations as they arise in the clinical work area.

Communicate with distressed, anxious, worried clients and relatives requiring empathy and reassurance.

Communicate complex, sensitive and emotional information at a variety of levels according to individual requirements.

Adapt practice to meet clients’ circumstances, including due regard for cultural and linguistic differences.

Work as an active member of a range of multi-professional teams, to share knowledge and expertise and work collaboratively to promote best practice.

Deliver informal/formal training to a range of different professionals/carers in order to maximise their understanding and ability to support clients with a range of difficulties in a variety of settings.

Attend and contribute to staff meetings which will ensure effective communication within the work area and provide opportunities to be involved in the planning and implementation of team and service developments

Overcome barriers to verbal understanding and adapt communication styles to make information accessible.

**The majority of contacts will be with the following:**

* Patients, relatives and carers
* Allied Health Professionals
* Medical staff, e.g. Consultants, Nursing staff, Clinical Medical Officers, General Practitioners, Health Visitors
* Education Services, e.g. Teachers, Nursery Nurses, Educational Psychologists
* Other agencies, e.g. Social Services.
* **Analytical**

**There is a requirement to:**

Act as an advisor and source of second opinion to all Speech & Language Therapy staff and other professionals working within NHS Forth Valley. This encompasses interpreting policy as it applies to the specialist caseload.

Provide comprehensive specialist assessment and differential diagnosis of all aspects of communication, language, speech, voice, fluency and eating and drinking; including the assessment/diagnosis process of other professionals.

Use specialist assessment for the therapeutic needs and the development, implementation and evaluation of specialist programmes of therapy to ensure that therapeutic care is delivered safely.

Manage a diverse range of aetiologies presented by the caseload, devising therapeutic interventions, acknowledging the need to advise and support junior staff and other healthcare professionals with specialist interventions when required.

Continuously monitor and evaluate the effectiveness of therapeutic interventions and adapt and respond accordingly, including onward referral to other professionals and discharge planning.

* **Planning and Organising**

**There is a requirement to:**

Plan workload on a daily basis

Address, at short notice, service needs in pressurised areas due to a variety of reasons.

Effectively manage caseload ensuring an equitable service within departmental guidelines.

Balance the demands of the caseload by effective time management to fulfil clinical commitments, administrative duties; and Organisation and professional requirements.

Provide clinically effective therapy while meeting the demands of waiting list and caseload pressures

Devise and implement planned intervention strategies to maximise individuals’ potential.

Provide clinical tuition, supervision and evaluation of Speech & Language Therapy students to ensure the future of the profession and provision of service.

Provide shadowing opportunities for students of other professions, when required (in accordance with The Royal College of Speech & Language Therapists’ policy).

Attend and contribute to staff meetings which will ensure effective communication within the department and provide opportunities to be involved in the planning and implementation of team and service developments

**Effort and Environment**

* **Physical**

**There is a requirement to:**

Sit, stand, walk, lift and carry a variety of objects/equipment necessary to the area of work.

Participate in moving and handling of patients; depending on the work area and client’s abilities.

Be appropriately trained to deal with verbally and physically aggressive clients, relatives and or their carers, recognising that this is unacceptable behaviour.

Be able to respond to emergency or unplanned situations.

* **Mental**

**There is a requirement to:**

Maintain intense concentration required for assessment, analysis and devising therapy programmes in 50% or more of shifts worked, in order to be acutely responsive to the client’s verbal and non-verbal signals. This is essential to effective speech and language therapy.

Maintain intense concentration for particularly complex therapy interactions and/or assessments.

* **Emotional**

**There is a requirement to:**

Deal with contentious situations which will arise within the work area.

Communicate with distressed, anxious, worried clients and relatives.

Manage client and carer expectations appropriately.

Inform clients/parents/carers and children/young people of diagnosis and prognosis in respect of communication impairment. This may include information which is life changing with implications for long term functioning.

Work closely with families who have recently received life changing medical diagnosis and/or are experiencing distressing family circumstances which will impact on the communication impairment

Support clients/families following receipt of medical diagnosis which may be life threatening daily, and to continue that support throughout the course of the progressive illness, often into palliative stages of care

* **Working Conditions**

**There is:**

A requirement to travel within the NHSFV area as necessary.

A requirement to use VDU on daily basis.

Depending on the work area there may be, exposure to unpleasant working conditions such as; bodily fluids, smells, fleas, lice and/or a range of infections if working in hospital areas.

A requirement to work with clients’ with challenging behaviour in a variety of care settings, including include hospital or community settings.

**5. FREEDOM TO ACT WITHIN THE JOB**

To balance the demands of delivering a highly specialist speech & language therapy service to a complex caseload through effective time management in order to fulfil clinical commitments, administrative duties, organisational and professional requirements.

It is the responsibility of the postholder to work autonomously to prioritise and manage the workload in order to achieve key result targets. It is expected that fluctuating needs of the Service will be recognised and service delivery will be adjusted by the postholder. Significant variation will be discussed with the Line Manager.

There are regular informal discussions with the Line Manager and a formal annual Personal Development Planning and Review when expectations and objectives will be discussed and agreed.

There is a requirement to take ownership of personal development and taking part in ongoing training and those deemed mandatory by the organisation.

1. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Recognised Speech & Language Therapy Degree Qualification or equivalent.

Registered with Health Care Professions Council – Licence to Practice.

Post graduate qualification experience; Essential 4 years, Desirable 5 years, in the relevant area.

Evidence of successful completion of relevant post graduate accredited training or equivalent course and experiential learning to demonstrate highly specialist theoretical knowledge and skills equivalent to master’s level.

Good time management skills.

Effective interpersonal skills.

Organisational skills.

Undertake to complete annual mandatory training

**NHS Forth Valley**

**Person Specification**

**Job Title: Highly Specialist Speech and Language Therapist Band: 7**

**Department / Base: CAMHs**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Skills/Abilities** | * Excellent presentation skills
* Reflective practitioner
* Ability to plan and evaluate
* Ability to effectively apply evidence base within relevant contexts
* Ability to work flexibly and rapidly adapt approaches to different environments
* Can demonstrate resilience and engage with high levels of challenge creatively
* Can effectively manage the complexity of working across boundaries
 | Developing Quality Improvement Skills |
| **Experience** | * Post graduate paediatric experience with substantial experience in independently working with a wide range of children and young people with neurodevelopmental and mental health disorders
* Experience of working in true collaboration with other partnership agencies
* Experience of advising other clinicians in the field of autism spectrum disorder and NDD
* In-depth knowledge and application of assessment tools for evaluating NDD
* Good leadership experience
 | Experience of working at a national level contributing to improvement across Scotland and the UK.  |
| **Inter-personal** | * Excellent verbal and written communication
* Team Player and ability to quickly build rapport with a wide range of people
* Very good leadership ability
* Ability to influence and promote positive behaviour change in others
* Confidence in dealing with contentious views and attitudes
* Ability to engage with and influence senior leaders across sectors
 | Excellent leadership ability  |
| **Education** | * Recognised qualification in SLT
* Ongoing CPD evidenced by attendance at and learning from short, specialist postgraduate courses/ independent learning activities to maintain and develop own specialist knowledge and expertise in autism
* Ability to critically think, to process & interpret complex information and communicate findings at masters level or equivalent
 | ADOS Trained |
| **Other** | * Registered SLT with HCPC
 | Member of RCSLT |