

**JOB DESCRIPTION**

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| 1. JOB IDENTIFICATION | |
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| 2. JOB PURPOSE | |
| Responsible for the coordination and delivery of the Speech and Language Therapy (SLT) service to the population of Adults with Autism Spectrum Conditions, Neurodevelopmental Conditions and Mental Health conditions in Tayside.  Responsible for the prioritisation and management of the caseload, local service development, and identification and delivery of training across Tayside.  Be a lead clinician in a clinical specialism, for the SLT Team.  As part of the wider MDT complete Autism Spectrum Condition diagnostic assessments.  Responsible for assessment, diagnosis and treatment, of communication and eating, drinking and swallowing disorders in a highly specialist caseload.    Responsible for the coordination of delivery of training and education for parents, carers and other professionals, concerning the needs of Adults with Autism Spectrum Conditions, Neurodevelopmental Conditions and Mental Health conditions who have communication and/or eating, drinking and swallowing difficulties. | |
| **3. DIMENSIONS** | |
| The post holder will be a core member of TAACT (Tayside Adult Autism Consultancy Team) providing diagnostic assessment, post diagnostic support, advice and training).  The post holder will coordinate the SLT services to TAACT/General Adult Psychiatry across Tayside which will include e.g.: -   * CMHT * GAP In Patient Units * Social Care Provision * Partnership Agencies e.g. Advocacy Third sector etc   The post holder will be responsible for organising and supervising the clinical work of junior staff, SLT students and SLT Clinical Support Workers who may be shared across Tayside. | |
| 4. ORGANISATIONAL POSITION | |
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| 5. ROLE OF DEPARTMENT | |
| Tayside Adult Autism Consultancy Team is a tertiary level service within NHS Tayside providing consultancy to services working with adults without an Intellectual Disability who have a confirmed or suspected Autism Spectrum Condition (ASC), specialist diagnostic assessment and specialist MDT interventions.    The team offers:   * Diagnostic assessments and consultations. * Consultations to professionals working with autistic adults. * Specialist interventions for individuals with a confirmed diagnosis if they are unable to access primary or secondary mental health services due to ASC. | |
| 6. KEY RESULT AREAS | |
| **Departmental Responsibility.**   * Coordinate the SLT service within Tayside Adult Autism Consultancy Team, promoting the service with local multi-agency managers. * Develop new clinical initiatives meeting Tayside wide SLT aims, as agreed with Head of SLT Service and TAACT Lead Clinician. * Take a lead role within the SLT department for the clinical specialty of Autism Spectrum Conditions and other Neurodevelopmental Conditions. * Represents SLT on local working groups within the health sector and partner organisations.   **Patient management.**   * As part of the wider MDT complete Autism Spectrum Condition diagnostic assessments. * Assess the communication and eating, drinking and swallowing skills of a highly complex client group, to ascertain the nature and extent of the communication difficulties contributing to differential diagnosis and swallowing difficulties. * Assess the client taking cognisance of the individual’s status in the following areas: - medical, neurological, cognitive, psychological, oral-motor, linguistic, developmental, educational, social, environmental. * Select and administer a range of specialist assessments including: - observational, informal, formal, standardised, and assessments specifically devised to suit the client. * Undertake assessments in a range of settings, for example at home and in community settings. * Analyse the results of assessments to make a differential diagnosis between a range of complex disorders. * Determine the need for specialist therapeutic involvement and select appropriate interventions in line with current professional best practice. * Enable and support client and carers acceptance and understanding of the presenting complex condition and its ongoing impact. * Implement specialised interventions using direct, individual, group or advisory/consultative techniques, creating and updating packages of care for the client as required. * Jointly carry out and provide reports on videofluoroscopic investigations in conjunction with the radiology departments across Tayside and support understanding of report with wider team.   Design and provide training packages for carers and staff raising awareness in professional staff and staff in partnership organisations on   * Training on a specific approach to communication support * Training for teams a specific area * Client specific training * Good practice in Autism Spectrum Conditions * Deliver externally accredited Talking Mats courses. * Ensure that clients are involved in the planning and prioritization of their care plan wherever possible working closely with TAACT/CMHT/Learning Disability Team staff and where appropriate carers and managers. Agreeing decision making relevant to client management. * Adapt practice to meet individual client circumstances, including due regard for cultural and linguistic difficulties. * Evaluate outcomes of treatment and review intervention accordingly. * Make onward referrals to other professionals and services as appropriate. * Discharge clients at the appropriate stage, in line with professional and departmental guidelines. * The preferred means of communication, emotional and mental well-being of the client will be taken into account throughout the process.   **Caseload Management**  Manage and prioritise TAACT waiting list and highly complex caseload, demonstrating skills in generating effective strategies for caseload management, within departmental guidelines.  Use Care Aim methodology to justify clinical decision making across the caseload.  Complete case documentation and reporting, to the standards required by the SLT Dept and regulatory body (HCPC).  Maintain client, caseload and waiting list data.  Make changes to provision of the service re management of complex client group, adapting to local need and advise Head of Service.  Protect the confidentiality and security of information held about clients at all times.  **Reporting**   * Provide and record advice & guidelines given to other client’s professionals and family members where appropriate, and volunteers re. management & care of complex clients with communication and/or eating, drinking and swallowing difficulties. * Report outcome to clients, other professionals and families if appropriate about results of assessments, diagnosis and treatment, both verbally and in writing. * Provide written reports on complex clients to referral agents, multi-disciplinary team members, those involved with changing client circumstances. Advice should be sought from Head of Service (Operationally or Professionally) when reporting for legal purposes.   **Partnership Working**   * Represents SLT and TAACT on local development groups with partner organisations. E.g. Local authority, Further Education Institutes, Private Care providers. * Act as a facilitator and interpreter in conversations between clients and other agencies e.g., criminal justice, advocacy, child protection etc. where communication about important events needs to be adapted to the client’s level of understanding and method of communication. * Enable clients and other agencies to communicate about important life events, where the clients understanding restricts their access to information and choice making. * Work with multidisciplinary and uni-disciplinary clinical teams, by demonstrating and modelling therapeutic techniques to ensure effective communication between staff and clients. * Lead, plan and deliver joint training initiatives for TAACT and the SLT Service. * Be responsible for the preparation of local patient and referrer information to inform TAACT and the SLT Service. * Provide assessment for clients within multi-disciplinary and multi-agency teams, including reporting to inform decisions regarding capacity, as defined within the Adults with Incapacity Act Scotland (2000).   **Clinical Governance**   * Lead in identification and delivery of training within TAACT service, SLT Service and partner organisations, within locality. * Ensure that clinical governance activities relevant to the designated client group are carried out. * Ensure that departmental clinical practice within the designated client group, is evidence based and produces measurable clinical outcomes. * Take a lead role in uni-professional and multi-disciplinary team building. * Be a lead member of a SLT Clinical Excellence Network and/or SIG appropriate to the specialty of this post. * Undertake clinical governance /complex audit projects within TAACT and SLT departments. * Assist in research activities by collecting and providing research data as required. * Work independently, accessing appraisal within a CPD Framework at pre-determined intervals. * Identify and evidence personal/professional development through maintenance of a Professional Portfolio within an appraisal framework. * Investigate and identify research opportunities within area of clinical practice.   **Policies and Guidelines**   * Advise Head of Service on the development of protocols and care pathways relevant to the designated client group. * Contribute to interpretation and local implementation of national policy, relevant to specialist clinical area. * Adhere to departmental and professional policies. * Adhere to NHS Tayside policies. * Adhere to the RCSLT standards and guidelines. * Comply with HPC code of practice.   **Clinical Supervision**   * Provide second opinions and be the source of advice for the SLT team on matters relating to the clinical specialty of the post. * Assist in the recruitment and induction of SLT staff, TAACT MDT staff and support staff. * Supervise the work of therapists, support workers and volunteers. * Supervise and assess Speech & Language Therapy students on placement up to final clinical exam level, ensuring that content appropriate to the clinical specialism is covered. * Support students from other professional groups. * Access professional clinical supervision from the Head Speech and Language Therapy Service (Adult Learning Disabilities and Mental Health) and Peer Supervision from other SLTs within NHS Tayside. * Recognise the boundaries of professional competence and seek support as appropriate from national advisory networks. * Be aware of personal emotional responses and stressors, accessing appropriate supervision as required. * Informal supervision for staff from other disciplines for clients with Autism Spectrum and other Neurodevelopmental Conditions.   To support NHS Tayside values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviors and attitudes.  **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | |
| 7a. EQUIPMENT AND MACHINERY | |
| * Monitor stock levels in own service area and request new equipment as appropriate. * Identify and request appropriate equipment for the client group served by this post. * Be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to clients: e.g. specialist computer-based equipment AAC loaned to patients and carers. * Maintain up to date and accurate case notes in line with RCSLT professional standards and local policies. * Share information with others, observing data protection guidelines. * Gather activity data accurately and regularly, ensuring the provision of such information promptly within local NHS guidelines. * Relevant caseload and SLT activity data will be collected routinely, collates and shared within TAACT and SLT Service when requested. | |
| **7b. SYSTEMS** | |
| Daily use of IT systems such as e-mail and internet and profession specific systems. | |
| 8. ASSIGNMENT AND REVIEW OF WORK | |
| The post holder will be a core member of TAACT (Tayside Adult Autism Consultancy Team) providing diagnostic assessment, post diagnostic support, advice and training).  The post holder will coordinate the SLT services to TAACT/General Adult Psychiatry across Tayside which will include e.g.: -   * CMHT * GAP In Patient Units * Social Care Provision * Partnership Agencies e.g. Advocacy Third sector etc   The post holder will be responsible for organising and supervising the clinical work of junior staff, SLT students and SLT Clinical Support Workers who may be shared across Tayside | |
| **9. DECISIONS AND JUDGEMENTS** | |
| Influence multi-disciplinary and multi-agency decision- making concerning TAACT and the SLT service within the locality.  Maintain responsibility for the actions and competence of therapists, support staff and students working under their direct supervision.  Recognise own professional boundaries and limits of competence. Responsible for seeking nationally recognised professional support.  The postholder is required to make all clinical decisions and judgements from a wide range of options, for a highly complex client caseload at every stage of the care pathway, including: -   * assessment * differential diagnosis, * formulation, implementation and evaluation of treatment. * planning, delivery and evaluation of specialist training packages. * referral on to and involvement of other agencies * passing information on to relevant agencies * being able to cope with someone disclosing suicidal thoughts * the discharge of clients from their caseload   Use reflective practice to inform clinical decision- making.  Manage and prioritise locality caseload within departmental guidelines.  Manage and prioritise own workload, clinical and non-clinical.  The postholder will be accountable for their own professional actions.  The postholder is required to impart potentially distressing information regarding the nature of the client’s difficulties and implications of the same.  Recognise potential breakdown and will be required to negotiate in the management of conflict across a range of complex situations and to seek advice and support when necessary. | |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | |
| Negotiating with and advising staff and families who are dealing with clients who present with highly complex conditions, and continuing SLT support throughout the care pathway.  Establishing and maintaining effective working relationships across a wide range of multidisciplinary and multiagency teams, across a large geographical area.  Promoting the importance of communication needs and supports across Tayside.  Manage the emotional distress presented by clients while maintaining personal well-being at work. | |
| **11. COMMUNICATIONS AND RELATIONSHIPS** | |
| * Take delegated responsibility for representing the department in area of clinical expertise at multi-agency working groups. * Demonstrate highly developed interpersonal and communication skills at all times and in all areas of clinical practice. * Daily communication with professional and support staff working for Health, Local Authority, private care providers and voluntary agencies, providing highly complex clinical and sensitive information. * Deliver clear accurate oral reports and participate in multi-disciplinary discussion, e.g. case conferences regarding complex cases. * Actively contribute to collaborative working with multidisciplinary and multi-agency partners ensuring a well-co-ordinated care plan for the client. * Provide written reports about clients to referral agents, multi-disciplinary team members and colleagues involved with changing client circumstances, and for legal purposes. * Maintain sensitivity at all times to the emotional needs of the client and their carers in particular when imparting potentially distressing information regarding the nature of the client’s difficulties and implications of the same. * Support clients, and colleagues, as appropriate ensuring that effective communication is achieved, particularly where barriers to understanding exist, e.g. comprehension difficulties, hearing loss, bilingualism, cognitive ability, challenging behaviours, & mental health difficulties. * Form productive relationships with others who may be under stress and/or have challenging communication difficulties. * Negotiate with staff, carers, clients and others around management of communication. * Motivate clients and/or carers and staff to engage in the therapeutic process. * Recognise potential breakdown and conflict when it occurs and seek advice and support to resolve. * Negotiate in the management of conflict across a range of possibly antagonistic situations e.g. contentious clinical and service provision issues. * Deal with initial complaints sensitively, avoiding escalation where possible, and report to Head of Service. * Recognise signs of vulnerable adult issues and follow appropriate guidelines and policies. | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **Physical**:   * Daily requirement to demonstrate high levels of manual dexterity and auditory/perceptual skills in the assessment, diagnosis and treatment of clients. * Daily requirement to travel between sites and to transport necessary therapeutic equipment. * Daily requirement to undertake a diverse range of therapeutic and organisational tasks * Daily requirement to carry out moving & handling and de-escalation & breakaway techniques ensuring personal safety and that of clients and carers.   **Mental**:   * 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 and eating, drinking and swallowing, adapting and facilitating according to perceived client needs, including cultural and linguistic differences. * Be flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions   **Emotional**:   * Deal with clients experiencing emotional and mental distress on a daily basis e.g. people disclosing suicidal thoughts. * Daily requirement to work in isolation   **Environmental**:   * Work within infection control and health & safety guidelines in order to deal appropriately with unpleasant conditions related to client contact as they arise: for example, exposure to body fluids, infectious conditions, encountered on a regular basis. | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOBQualifications/Registration Statutory degree qualification.  License to Practice as a Speech & Language Therapist as issued by the Royal College of Speech & Language Therapists.  Registration with the Health and Care Professions Council  Maintain up to date HCPC and RCSLT registration.  Demonstrate ability to work at master’s level.  Registered Talking Mats Trainer Professional Knowledge  * Demonstrate extensive specialist post graduate knowledge of Mental health conditions, Autism Spectrum conditions and other Neurodevelopmental Conditions allowing meaningful contribution to differential diagnosis process. * Demonstrate specialist postgraduate knowledge of SLT approaches relevant to Adults with Mental Health conditions, Autism Spectrum conditions, and other Neurodevelopmental Conditions * Knowledge of the current and long-term impact of disability on clients and carers and the implications for education, independence, social and mental wellbeing, * Be accountable for own professional actions and recognise own professional boundaries, seeking advice as appropriate. * Reflect on auditory, visual and kinaesthetic aspects of the communication of the client, carers and staff, and to identify appropriate strategies to facilitate and enhance communicative effectiveness. * Use reflective practice with peers/clinical supervisor. * Knowledge and competent use of IT equipment and specialist software packages to support therapeutic interventions e.g. AAC * Demonstrate specialist professional skills and techniques, e.g.: - negotiation, problem solving, organisation, prioritisation, counselling.   Understand other professionals’ roles   * Awareness of how Primary, Secondary and Tertiary Mental Health Teams operate * Promote and facilitate Multidisciplinary working * Differential diagnosis skills * Knowledge of neurologically based communication difficulties   **Training/Experience**   * Demonstrate highly developed interpersonal skills including observational, listening, reflective and analytical skills. * Demonstrate highly developed personal communication skills, monitoring and adapting all aspects of own communication, e.g.: - body language, eye contact, linguistic complexity, to assess and facilitate the client’s communication. * Manage challenging behaviours of complex clients including the application of agreed strategies. * Evidence of experience of working with complex clients with a range of communication impairments in a variety of health, social care and community settings. * Demonstrate highly developed presentation skills to meet the needs of widely varying audiences. * Extensive post graduate training, equivalent to master’s level. * Take active role in relevant specialist courses, meetings and special interest groups and clinical networks.   **Knowledge of Policies & Procedures**   * Work within defined departmental and national policies/protocols and professional code of conduct. * Adhere to RCSLT Professional Guidelines * Have a working knowledge of relevant national clinical standards, e.g. SIGN, QIS, * Have a working knowledge of relevant legislation and policies, e.g. Safeguarding Children ASP, Adults with Incapacity Act Scotland (2000) Mental Health Scotland Act, Right Recovery and Relationships, Realizing Potential, Scottish Autism Strategy * Demonstrate a working knowledge of the principles of Clinical Governance and their application to professional practice.   Adhere to Health & Safety procedures specific to SLT Therapeutic techniques namely,   * Moving & Handling * Physical disability * Management of aggression and challenging behaviour. * Oral examinations * Safe hygiene * Safety policy for lone working * Infection control | |
| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each job holder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature:  **(I confirm this Job Description accurately reflects the duties and**  **responsibilities of the postholder and does not impact upon any other**  **postholders role)** | Date:  Date: |