



JOB DESCRIPTION

1. GENERAL INFORMATION.

Job Title:	Highly Specialist Speech and Language Therapist Camden Neurology and Stroke Service
Grade:	Band 7
Salary:	TBC
Superannuation:	5%-8.5% member contribution depending on rate of pensionable pay
Hours:	0.6 WTE
Terms & Conditions Of Service:	In accordance with the Agenda for Change NHS Terms & Conditions of Service.
Responsible to:	Speech and Language Therapy Clinical Lead
Accountable to:	Service Line Manager

Service Profile

The Camden Neurology and Stroke Service (CNSS) provides community rehabilitation for patients (non-bedded service). The team is based in Camden, at St. Pancras Hospital, which also provides inpatient rehabilitation services. The community service is interdisciplinary comprising Occupational Therapists, Physiotherapists, Speech and Language Therapists, Psychologists, Rehabilitation Assistants, Complex Patient Navigators and administrators. Clinical staff who work in this service are specialists in providing neurological rehabilitation, including stroke. The service contains the Stroke Early Supported Discharge (ESD) service.

The post holder will also provide a Speech and Language Therapy service to other community pathways within Camden Integrated Adult Services: Camden Integrated Community Healthcare (including Rapid Access pathways), and Palliative Care.

2. JOB SUMMARY

To be responsible for the provision of a comprehensive, effective, highly specialist speech and language therapy service to people with a diverse range of diagnoses presenting with communication and/or swallowing difficulties living in the community in Camden. The service will be delivered in line with current trends and will meet the changing needs of this population.

- Patients may be seen in a variety of settings, including their own homes and residential/nursing homes. The post holder may also be required to contribute to inpatient services on occasion.
- The caseload is comprised of people who have a wide variety of neurological problems affecting their communication and swallowing, including stroke, dementia and other progressive conditions
- Caseloads also include patients with non-neurological difficulties e.g. COPD.
- Community visits to patients are largely made on foot, public transport or by bicycle (therapist's own); there is some access to a pool car.

3. MAIN DUTIES AND RESPONSIBILITIES

CLINICAL

- To demonstrate highly specialist clinical expertise in the assessment, treatment and management of swallowing and communication problems in people with neurological disorder, providing appropriate specialist assessment and intervention and evaluating outcomes.
- To demonstrate highly specialist knowledge in this clinical area underpinned by current evidence-based practice and outcome measures.
- To demonstrate highly developed auditory and perceptual skills in the assessment, diagnosis and treatment of patients.
- To make appropriate differential diagnoses and highly specialist clinical decisions on evidence from assessment of complex cases, including differential diagnoses.
- To demonstrate specialist expertise in working with people with neurological disorder.
- To demonstrate specialist expertise and take a lead within both the Speech and Language Therapy and Camden Neurology and Stroke teams in the assessment and management of patients in the community - advising colleagues, providing clinical supervision and influencing models of working in line with best/evidence-based practice.
- To use/apply specialist knowledge to inform sound clinical judgements/decision making for case management, developing clear care plans based on best practice.
- To demonstrate clinical effectiveness reflecting on evidence-based practice and outcome measures.
- To provide advice to others regarding the management and care of patients/patients with communication and/or feeding and swallowing difficulties.
- To communicate complex condition-related information from assessment to patients, carers, families and members of the multi-disciplinary team, other professions, demonstrating empathy and ensuring that effective communication is achieved, particularly where barrier to understanding exist.
- To work closely with client, carer and families, in order to agree plan of management
- To deal with initial complaints sensitively, avoiding escalation where possible
- To form productive relationships with others who may be under stress and/or have challenging communication difficulties.
- To employ excellent communication skills.

- To demonstrate skills in motivating patients and/or carers to engage in the therapeutic process.
- To employ counselling skills with patients, carers/patients with highly complex needs.
- To maintain sensitivity at all times to the emotional needs of patients with neurological disorder and their carers, in particular when imparting potentially distressing information regarding the nature of the client's difficulties and implications of the same.
- To demonstrate the ability to manage people with challenging behaviours including the application of appropriate management strategies.
- To monitor and review the progress of patients against the targets set and agreed and to modify these as appropriate.
- To adapt practice to meeting individual patient/client circumstances.
- To reflect on clinical practice both individually and with peers identifying strength and needs and providing evidence of sound clinical judgements based on research, evidence-based practice and NICE guidelines.
- To develop the ability to reflect on auditory, visual and kinaesthetic aspects of patient's communication/swallowing and to identify appropriate strategies to facilitate and enhance communicative effectiveness/swallowing safety.
- To be aware of legal requirements relating to the provision of a speech and language therapy service.
- To maintain up to date and accurate case notes and write reports reflecting highly specialist knowledge, ensuring that they meet department standards and are in line with local Trust policy and RCSLT professional standards.
- To demonstrate knowledge of current policies and practice in health and social care and incorporate these into the model of working as appropriate.
- To manage and prioritise a complex and specialist caseload independently, advising line/professional manager on issues of service delivery including shortfall, service pressures etc.
- To demonstrate skills in dealing with complex issues to generate appropriate strategies for caseload management
- To demonstrate good negotiation skills across a range of issues and situations, recognising and resolving potential breakdown and conflict when it occurs
- To ensure that people with neurological disorder are referred to other services as appropriate.
- To monitor and evaluate highly specialist service delivery and provide progress reports as required.
- To demonstrate comprehensive understanding of the issues associated with clinical governance and their application to professional practice. This will include compliance with / adherence to, and implementation of service and service area policies, National and Local guidelines and RCSLT Professional and Clinical and Guidelines
- To develop a working knowledge of relevant procedures including Working with Vulnerable Adults and other legal frameworks
- To contribute to the local Trust's systems of clinical governance, developing innovations in areas of risk management, quality standards setting and clinical effectiveness in collaboration with others

- To be accountable for professional action and recognising professional boundaries, and working within defined departmental and national protocols/policies and professional code of conduct
- To work independently accessing appraisal within an Individual Performance Framework at pre-determined intervals.

WORK CONDITIONS

- To have due regard for personal safety and that of patients/carers, adhering to moving and handling regulations, restraining policies and ensure the safe positioning of self and others.
- To demonstrate skills in handling patients with disabilities.
- To maintain intense concentration in all aspect of patient management for prolonged periods. In particular, to monitor auditory, visual and kinaesthetic aspects of client's communication and /or swallowing, adapting and facilitating according to perceived client's needs.
- To be flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions
- To conform to the provisions of the Health and Safety Act and to comply with local policies, including statutory, on an annual basis or as required.
- To reflect and adhere to infection control and health and safety guidelines in order to deal with specific issues related to client contact: for example exposure to body fluids, infectious conditions, hazardous domiciliary visits, encountered on a regular basis.
- To employ appropriate strategies to manage aggressive behaviour within the workplace.

LIAISON/TEAMWORK

- To contribute to the function of clinical teams both multidisciplinary and uni disciplinary by discussion own and others input around patients' needs ensuring a well-coordinated care plan.
- To liaise and share information with health, social services and other professionals as appropriate, observing data protection guidelines
- To contribute to team meetings, annual reviews, case conferences and multi-agency team meetings as appropriate, contributing to inter-agency / multi-agency team building and taking a lead on the Speech and Language Therapy/Camden Neurology and Stroke Service contribution to policy development as appropriate.
- To co-ordinate Speech and Language therapy input (including training programmes) to nursing homes within the borough of Camden. This includes evaluation of training.

STAFF DEVELOPMENT AND SUPERVISION

- To provide advice and second opinions to non-specialists and other specialists/professionals within clinical field, regarding the management and care of patients/patients with neurological disorder.
- To provide on-site clinical supervision and support and advice to less experienced speech and language therapists, and to assistants and volunteers.
- To facilitate the development of problem solving and negotiation skills of others within peer review and case discussion.
- To collaborate with colleagues in the induction of new members of the service area.
- To identify training needs within the service area.

MANAGEMENT AND SERVICE DEVELOPMENT

- To assume delegated responsibility for co-ordinating student placements within the service area, and to co-ordinate support of students from other professional groups as appropriate within the service area
- To provide leadership within appropriate specialist area(s) particularly in relation to Speech and Language Therapy within Camden Neurology and Stroke Service and specialist expertise in the assessment and management of dysphagia.
- To collaborate in the development of local clinical guidelines, care protocols/packages to improve patient care, informed by current specialist clinical evidence.
- To assume delegated tasks as requested by line/professional manager, including participation in working groups, policy development groups related to clinical specialism.
- To take delegated lead on the development of service area objectives or projects in liaison with peers.
- To represent the service area within multi-disciplinary systems of clinical governance within the Trust.

ADMINISTRATION

- To carry out administrative duties including activity data collection, updating this accurately and regularly, ensuring the provision of such information promptly within local Trust guidelines.
- To maintain up to date records of annual leave and other absence.
- To monitor the equipment held within the department, and submit requests for replacement or new equipment as appropriate.

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

PERSONAL AND PROFESSIONAL DEVELOPMENT

- To participate in Individual Performance Review ensuring that the objectives set reflect the Service and Trust plans, including specific objectives relating the clinical specialism
- To identify personal/professional development evidenced by Personal Development Plan/ Professional Portfolio developed within an appraisal framework
- To attend specialist short courses and advanced training in order to maintain and develop skills and knowledge required of a highly specialist therapist working in the field of people with neurological disorder, and maintain up to date HPC and RCSLT registration
- To keep up to date with new techniques and clinical developments for the promotion and maintenance of good practice in working with people with neurological disorder, for example, through reading, attendance at courses, conferences, meetings and Clinical Excellence Networks
- To contribute to team meetings and participate in in-service training as required.

TEACHING & TRAINING

- To explain the role of Speech and Language Therapists to visitors, students and volunteers
- To participate in the clinical education of students, undertaking assessment of the placement as appropriate, and attending teaching sessions and meetings organised by the education establishments.
- To develop and deliver specialist training (formal and informal) to other professionals, nursing home staff, carers in area of clinical expertise, developing the ability to target training appropriately to the needs of course participants and to reflect on and evaluate training provided.

RESEARCH AND EVIDENCE BASED PRACTICE

- To reflect the development of clinical expertise in the specialist area through evidence or research based practice
- To initiate and undertake Research/Clinical Governance /audit projects within area of expertise
- To collaborate with colleagues in departmental research and clinical governance/audit projects
- To collect and provide research data as required.

CONFIDENTIALITY

All information concerning patients/patients and staff must be treated as strictly confidential at all times.

SAFEGUARDING

All staff have a duty to safeguard and promote the welfare of children and adults at risk of abuse. Staff should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. Staff are supported with the supervision and training needed to recognise and act on welfare concerns and to respond to the needs of children and adults. Staff have a responsibility to ensure they are up to date with any safeguarding training.

PROMOTING EQUALITY & VALUING DIVERSITY

It is the aim of the Trust 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 and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Valuing Diversity in the Workplace Policy and it is for each employee to contribute to its success. As a member of staff at Camden Provider Services (CNWL Trust) you have a personal responsibility to ensure and to support equality and value diversity. This means that you ensure that you do not discriminate, harass or bully or contribute to discrimination, harassment or bullying of a colleague, visitors or service users or condone discrimination, harassment or bullying by others. In addition, if you are a team leader, manager or director, you have a personal responsibility to promote and develop a culture that promotes equality and values diversity.

HEALTH & SAFETY

Employees must be aware of the responsibilities placed on them 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.

NO SMOKING POLICY

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

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

DATA PROTECTION

If you have contact with computerised data systems you are required to obtain, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

ACCESS TO HEALTH RECORDS

All staff who contribute to patients' health records are expected to be familiar with, and adhere to, the Trust's Standards of Records Keeping Policy. Staff should be aware that patients' records throughout the Trust will be subject to regular audit.

All staff who have access to patients' records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Confidentiality of Health Records Policy.

All staff have an obligation to ensure that health records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Access to Health Records Act 1998.

WASTE DISPOSAL

All staff must 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.

INFECTION CONTROL

Infection prevention and control is the responsibility of all provider services staff. All duties relating to the post must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures.

IMPROVING WORKING LIVES (IWL)

IWL is an NHS-wide initiative aimed at ensuring staff have good work/life balance, access to training, and support from their employer. The Trust is committed to maintaining a high standard of practice within IWL and, as such, staff have access to a wide range of flexible working options, childcare support, and many training and development opportunities.

PROFESSIONAL REGISTRATION

- If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment.

- If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

RISK MANAGEMENT

- All Trust employees are accountable, through the terms and conditions of their employment, 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 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 receive appropriate training, that 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 Clinical Governance Committee or Risk and Assurance Committee if resolution has not been satisfactorily achieved.

REVIEW OF THIS JOB DESCRIPTION

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on an annual basis.

INITIALS AND DATE OF PREPARATION

LE 06.04.18. Reviewed CH 24.06.22.

PERSON SPECIFICATION

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate.

POST: Band 7 Speech and Language Therapist, Camden Neurology and Stroke Service

CANDIDATES NAME:

REQUIREMENTS	Please Tick One Box		Please Tick One Box			Method used to Support Assessment	Evidence to Support Assessment
	Essential	Desirable	Fully Met	Partially Met	Not Met		
Education/Qualifications (<i>please note you will need to provide documental evidence of your qualifications and/or professional registration as part of the recruitment process</i>) Recognised Speech and Language Therapy qualification * Registered with the Health Professions Council as a Speech and Language Therapist * Registered member of the Royal College of Speech and Language Therapists *						Application form Application form, HPC number/on-line register Application form and RCSLT number	

Successful completion of advanced practitioner post-graduate study relevant to field (e.g. dysphagia, counselling, leadership, aphasia)	*					Application form	
Successful completion of highly specialist/expert short courses relevant to field (e.g. training the trainer, clinical governance, progressive neurological disorders, AAC, palliative care)	*					Application form	
Membership of, and active participation in, relevant Clinical Excellence Networks, e.g. CEN Community, CEN Counselling	*					Application form	
Supervision and appraisal methods	*					Application form/interview	
Experience							
Of working at a specialist level with people with neurological disorder	*					Application form	
Delivering specialist training to a range of audiences	*					Application form	
Carrying out evidence based audit and research projects		*				Application form	
Working in multidisciplinary/multiagency teams	*						
Working in the community	*					Application form/interview	
Supervision of students/support workers	*					Application form/interview	
						Application form	

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REQUIREMENTS	Please Tick One Box		Please Tick One Box			Method used to Support Assessment	Evidence to Support Assessment
	Essential	Desirable	Fully Met	Partially met	Not Met		
<p>Skills</p> <p>Excellent written and verbal communication skills</p> <p>Communicate complex, sensitive information</p> <p>Interpret a range of assessments relevant to the clinical field, including instrumental assessment of swallowing function, phonemic transcription, and formal language tests.</p> <p>Critically evaluate published research within a specific area of clinical expertise</p> <p>Skills in delivering presentations and training , including basic adaptations to presentation / training style for a range of audiences</p> <p>Working in teams</p> <p>Knowledge</p> <p>Of a highly specialist range of assessment tools and procedures to evaluate communication and swallowing difficulties in people with neurological disorders</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>					<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application form/interview</p>	

Of the key characteristics leading to a highly specialist differential diagnosis of communication and swallowing difficulties in people with neurological disorders	*					Application form/interview	
Of selecting, setting & evaluating highly specialist treatment goals	*					Application form/interview	
Of a highly specialist range of therapeutic interventions relevant to people with neurological disorders demonstrating the evidence base for these approaches	*					Application form/interview	
The application of highly specialist knowledge of local cultural, linguistic & demographic factors to the management of a caseload of people with neurological disorders and their carers	*					Application form/interview	
Detailed knowledge of multi-disciplinary team approaches to patient care	*					Application form/interview	
Of approaches to mentoring, advising, supporting and clinically supervising less experienced SLTs and support staff and students in training	*					Application form/interview	
Basic qualitative & quantitative approaches to audit and research	*					Application form	
Good understanding of clinical governance principles	*					Application form/interview	
Development and implementation of short term clinically based projects	*					Application form	
Approaches to support patients & carers with challenging behaviour, mental health needs or in high levels of distress	*					Application form/interview	

Abilities Ability to reflect on practice Flexibility	*					Application form/interview Application form/interview	
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Decision (Reject or Offer Post)	Offer	Reject	Reason (For Not Offering Post)

Completed by: _____

Job Title: _____

Signature: _____

Date: _____