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# JOB DESCRIPTION

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

 **(14 hours per week)**

1. **JOB PURPOSE**
* As part of a multidisciplinary/agency team, the post holder will manage a defined caseload, using evidence based practice to assess, plan, implement and evaluate interventions with Multiple Sclerosis.
* To deliver comprehensive specialist Speech and Language Therapy services to clients with a variety of communication difficulties and/or eating/drinking/swallowing difficulties.
* Services will be delivered in clinic one to one, group and virtual settings.
* The post holder is expected to have relevant clinical skills, knowledge and experience across a broad spectrum of diagnosis and aetiologies.
1. **SCOPE AND RANGE**
* The post holder has autonomous responsibility for the management of a specialist caseload of clients with communication and/or swallowing difficulties and is professionally and legally accountable for all aspects of their own work including direct and indirect patient care.
* To be accountable for standards of care and deliver these within the context of Clinical Governance to ensure the highest standards of clinical intervention.
* Uses specialist knowledge to contribute to the development of and supervise the work of Assistants, volunteers and provides advice and support.
* Assists in development of students from other professional groups as appropriate
1. **MAIN DUTIES/RESPONSIBILITIES**

**Clinical**

* All clinical decision making will ensure that risk, impact and clinical need are articulated and outcomes evaluated through continuous reflection.
* To use specialist clinical knowledge to provide comprehensive assessment and differential diagnosis, intervention as appropriate for specialist aspects of communication, language, speech, voice, fluency and dysphagia.
* To use specialist knowledge to inform sound clinical judgments/decision making for complex cases.
* To provide specialist advice to others e.g. carers, other professionals, regarding the management of clients with communication, feeding and swallowing difficulties.
* To involve clients, carers / others in the planning and prioritisation of care plans to ensure that a holistic approach is taken to individual case management.
* To attend multi-agency meetings, as required, to discuss care plans, progress and future goals.
* To work in collaboration with other multi-disciplinary team members when assessing clients and devising treatment plans, sharing knowledge and expertise to provide the best possible care.
* To recognise breakdown/conflict when it occurs and generate potential solutions.
* To maintain case notes, produce specialist written reports and attend review meetings and case conferences regarding clients’ needs and proposed care plans.
* To assess capacity, gain valid consent and work within a legal framework with patients who lack the capability to consent.

**Education and Research**

* To participate in the development and implementation of training of other professionals, qualified and unqualified staff and volunteers as required.
* To demonstrate clinical effectiveness by the use of evidence based practice and outcome measures.
* To participate and contribute to clinical governance, research, and audit projects in order to monitor and improve the quality of the Speech and Language Therapy service at Revive and elsewhere.
* To collect and provide research data as required.

**Professional**

* To comply with Revive MS Support policies and departmental policies in addition to RCSLT and HCPC professional standards and rules for professional conduct.
* To comply with Revive MS Support policies and procedures including fire, health & safety, security and confidentiality.
* To adapt practice to meet individual clients’ circumstances taking into account cultural and linguistic differences.

**Management**

* Responsible for personal and professional development in line with Speech and Language Therapy supervision systems in order to meet the standards of the Health and Care Professions Council and the Royal College of Speech and Language Therapists.
* Is actively involved in departmental mentoring and supervision to promote personal and service development and to fulfil the requirements for continuing professional development
* Takes responsibility for the day to day co-ordination of the SLT caseload.

**Organisational**

* Contributes to discussion and comments on proposed service/policy developments using specialist knowledge to ensure these policies are implemented.
* Is aware of and adheres to service plans.
* Contributes to inter-agency working.
1. **EQUIPMENT & MACHINERY**

To monitor stock levels in own service area and request new equipment as appropriate to ensure efficient use of health service resources.

Maintains equipment, e.g. communication aids including those loaned to clients, ensuring standards of infection control and safety are met.

1. **SYSTEMS**
* Keeps up to date and accurate case notes in line with professional standards.
* Shares information with others as required, observing data protection guidelines.
* Gathers activity data accurately.
* Maintains and accesses electronic patient/caseload systems.
* Use of computer software packages.
1. **DECISIONS & JUDGEMENTS**
* As an autonomous practitioner, works independently recognising own professional boundaries and is accountable for own professional actions.
* Works independently accessing highly specialist advice/2nd opinions as required.
* Uses specialist knowledge gained from experience and attendance at specialist courses to inform sound clinical judgements/decision making in the assessment and management of complex clinical conditions.
* Manages own time and prioritises tasks.
* Reflects on practice.
1. **COMMUNICATIONS & RELATIONSHIPS**
* A fundamental aspect of a Speech & Language Therapist’s work is the requirement to communicate effectively with a wide range of other professionals, carers and clients.
* Obtains consent to treat and motivates clients to actively participate with the therapeutic process.
* Demonstrates empathy with clients, carers and families, ensuring that effective communication is achieved often where barriers to understanding
* Overcomes these barriers to communication by adapting their communication style to make information accessible e.g., use of sign language, visual strategies.
* Demonstrates interpersonal skills, negotiating skills and management of conflict.
* Communicates complex, contentious, unwelcome and sensitive condition-related information to clients, carers, families and multi-disciplinary team members/other professionals.
* Recognises breakdown/conflict and generates potential solutions.
* Works collaboratively with clients, carers, families and multi-disciplinary team members to manage clients effectively.
* Contributes to clinical teams (both multi-disciplinary and uni-disciplinary) by discussing own and others input around clients’ needs to ensure a well co-ordinated care plan.
* The majority of contacts will be with the following:
	+ Patients, relatives and carers
	+ Allied Health Professionals
	+ Medical Staff and Nursing Staff e.g. Consultants, GPs, MS Specialist Nurses.
	+ Other agencies e.g. Volunteers.

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| 1. **DEMANDS OF THE JOB (physical, mental, emotional)**

Physical Skills* Demonstrates highly developed auditory and perceptual skills in order to carry out detailed assessment, diagnosis and treatment of clients with speech, language, communication and voice problems.

Physical Effort* Works within Moving and Handling guidelines.

Mental Effort * Maintains intense concentration in all therapeutic interventions on a daily basis e.g. administering assessments, analysing assessments, devising therapy / care plans.
* Being alert to issues of vulnerability.
* Manages client and carer expectations.

Emotional Effort* On a daily basis, manages the emotional consequences of working directly with distressing communication and/or swallowing conditions.
* Dealing with contentious situations which arise within the clinical area of the post.
* Supporting clients and families following receipt of diagnosis.
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| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**
* Utilising specialist skills, knowledge and competencies as an autonomous practitioner in order to prioritise and manage the demands of a complex caseload.
* Balancing the demands of a specialist caseload by effective time management to fulfil clinical commitments, administrative duties and professional requirements relating to the Speech and Language Therapy.
* Being accountable for own actions and decisions.
* Working in isolation, working across agencies, waiting list pressures and competing work demands.
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1. **KNOWLEDGE, TRAINING AND/OR EXPERIENCE REQUIRED TO DO THE JOB**
* Degree in Speech and Language Pathology or equivalent
* Registered Speech and Language Therapist with valid HCPC Registration
* Comprehensive knowledge of clinical guidelines and standards within the speciality/area of practice.
* Specialist knowledge and experience of relevant condition, pathology, policies and procedures associated with the speciality/area of practice ensuring that the level of expertise can be utilised to deliver leadership within speciality/area of practice.
* Leadership skills to enable the day-to-day management of service delivery.
* Further education/evidence of Continuous Professional Development in area of speciality including study days/courses/post graduate qualification.
* The post holder will possess excellent team-working/leadership skills and have the ability to motivate others and work using own initiative.
* Excellent listening, communication and interpersonal skills.

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| **Job Description Agreement****Job Holder’s Signature** **Print Name** **Date****Head of Department Signature** **Print Name** **Date** |

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| Revive MS Support PERSON SPECIFICATION Adult Specialist Speech & Language Therapist  |
| Criteria | Essential | Desirable |
| Qualifications & TrainingLevel of education, professional qualifications, training and learning programmes/courses | Degree in speech and language pathology or equivalentRegistered speech and language therapist with valid HCPC registrationFurther education and evidence of continuous professional development in the area of speciality including study days, courses and postgraduate qualification | Member of RCSLTPostgraduate training in acquired dysphagia accredited or equivalent |
| ExperienceLength and type of experience, level at which experience gained | Experience of working with adults who present communication and swallowing disordersExperience of multi-disciplinary and multi-agency team working . |   |
| KnowledgeDepth and extent of knowledge | Comprehensive knowledge of clinical guidelines and standards within the speciality or area of practiceSpecialist knowledge and experience of acquired communication and swallowing disorders and to inform sound clinical judgement and decision making | Knowledge of AAC |
| Skills/AbilitiesRange and level of skillsi.e. communication (oral, written, presentation),planning/organisation,numeracy, leadership etc | Leadership skills to enable day to day management of service deliveryExcellent team working and leadership skills and ability to motivate others and work using own initiativeExcellent listening, communication and interpersonal skills | Ability to adapt practice to meet client circumstances recognising breakdown/conflict and offering solutions taking into account cultural and linguistic differencesAbility to contribute to the development of local clinical guidelines in own area of clinical expertise |