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| Job Title: | Team Lead for Adult Acquired Speech and Language Team |
| Reports to (job title): | Head of SLT Service |
| Line Manager to: | SLT Therapists and Support staff |
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## Job purpose

To be Clinical Team Leader for the Adult Acquired Team, advising the Head of Service on issues that relate to Adult Acquired caseload.

As Team Leader, operationally manage a team of Speech and Language Therapists within a clinical area and have a clinical leadership role for lower graded professional and non-professional staff ensuring their skills and competencies develop to meet the needs of this client group.

Carry a highly specialist caseload of adults with communication and/or swallowing difficulties arising from stroke and complex neurological conditions. Also to have highly developed clinical skills and a well-developed level of clinical expertise, and use innovative practice to independently manage a wide and varied specialist caseload.

Base

Chippenham Community Hospital

This post is responsible for

## Key responsibilities

* Independently assess, diagnose, formulate treatment plans, write assessment reports and provide appropriate intervention for clients with communication and/or swallowing impairments.
* Use highly specialist skills in assessments of Alternative and Augmentative Communication [AAC] needs, taking part in multi professional decision making regarding the communication aid needs of adults with acquired conditions.
* Work closely with colleagues within the HCRG Community to provide joint assessment and planning of intervention around the client.
* Gather relevant information from a variety of sources to inform diagnosis and decision making about individual clients.
* Provide highly specialist intervention and evaluate outcomes.

1. Review and discharge individual clients appropriately, and in a timely fashion.
2. Involve clients and, where appropriate their carers in planning highly specialised therapy programmes.
3. Reflect on all relevant aspects of a client’s communication and identify appropriate strategies to facilitate and enhance communicative effectiveness.
4. Develop clear care plans based on best practice.
5. Inform referrers of therapeutic assessment, intervention and outcomes.
6. Carry out appropriate measures in order to monitor efficacy of management, as required, and to contribute to the overall measurement of standards.
7. Maintain and provide full, accurate and comprehensive case records and reports.
8. Provide expert second opinions for other SLTs in their areas of specialism.
9. Work with potentially very challenging service users using high level communication skills to diffuse emotionally charged situation.
10. Attends postgraduate training and special interest groups to maintain and update skills and knowledge.
11. Attends all mandatory training as required by HCRG. Advise clients, carers and staff in Health and other agencies on supplementary or alternative means of communication, as appropriate.
12. Consult with clients and the public on service design and delivery.
13. Participates in service evaluation and development initiatives within the Speech and Language Therapy Service, in consultation with the Head of Service.

**Patient Care**

* To work independently as an autonomous practitioner, thus having responsibility and accountability for own complex and demanding specialist caseload of referrals within own level of competence and professional and service parameters and applying the best available research evidence and evaluative thinking in all areas of practice.
* To provide specialist assessment and analysis to determine the type, severity and impact of all conditions of speech, language, communication and / or swallowing impairments within a specialist area, through a variety of formal and informal assessments and information gathering methods, and using a high level of sensory discriminatory and perceptual skills (e.g. acoustic and phonetic transcriptions; structured and detailed observation of verbal and non-verbal communication behaviours; and ability to distinguish between discrete differences in oro-pharyngeal muscle function).
* To make differential diagnoses and clinical decisions regarding options for hypothesis driven clinical intervention in specialist area or as key member of a multidisciplinary team (e.g. whether to treat; type, frequency and duration of treatment; need for onward referral; re-evaluation and discharge).
* To work in partnership with clients, using high levels of insight, skill and experience, to determine an intervention programme that balances all aspects of their needs depending on their level of impairment and disability, ensuring integration of psychosocial, physical, emotional and environmental factors within a holistic patient centred approach, whilst working towards a specific therapeutic goal.
* Adapts practice to meet individual client’s circumstances, including due regard for cultural and linguistic differences.
* Selects and prepares appropriate equipment required for the implementation of therapy programmes.
* Advises clients, carers and staff in Health and Social Care and other agencies on supplementary or alternative means of communication, as appropriate.
* Actively involves clients in decisions about their own healthcare.
* Demonstrates skills in motivating clients and/or carers and staff to engage in the therapeutic process.
* To carefully communicate information and advice to clients and carers and demonstrate practical procedures when appropriate, to increase their ability to implement the therapy programme, to ensure realistic expectations from therapy, and to facilitate their adjustment to the speech and language consequences of the disorder and likely prognoses.
* To identify and contribute to consent issues, i.e. assessing capacity as determined by the needs of the client, best interest meetings etc.
* To communicate highly complex SLT specialist information and clinical judgments of a sensitive or contentious nature where the situation may be emotive, to clients, carers and family, and to other members of the clinical team; and support colleagues to do this.
* To use very good interpersonal communication skills within the professional clinical role, to listen to and counsel clients and carers to provide support and empathy without prejudice, to identify and resolve difficult situations and to manage conflict, and to cope with occasional unpleasant conditions relating to close patient contact.
* To work collaboratively and initiate liaison over clinical matters with a wide range of professions from a variety of locations and agencies (health, education, and social, private, voluntary).
* To present and communicate clinical information in such a manner as to motivate, negotiate with, and persuade clients and carers, and multidisciplinary colleagues, in order to involve and empower patients in the therapeutic process and to ensure provision of the most effective and efficient packages of care (e.g. through writing specialist reports and legal Statements, convening or attending multidisciplinary case conference.)
* To work with the SLT Head of Service to help ensure service changes to clinical work are based on high quality and proven research leading to evidence-based practice.
* Contribute to and comment on SLT service development plans and service bids in relation to the specialist area, to steer and influence clinical care.
* Develop strategies for effective caseload management for specialist area within the service.
* To work with and support the SLT Head of Service to help ensure implementation of guidelines and evidence from research maintains clinical standards within the SLT service.
* Inform the SLT Head of Service of initiatives within their specialist area that may impact upon Trust programmes for research and clinical governance.
* Cascade information to some service users about the impact of SLT service changes that have arisen as a result of research findings.
* Participate in and contribute to all activities relating to SLT service evaluation and planning.
* Advise the SLT Head of Service on issues of service delivery relating to specialist clinical area.
* Represent the SLT service appropriately at inter-disciplinary or inter-agency forums, and seek and promote joint working initiatives between services, making clinical links with other specialists in the region.
* Line manage and appraise less experienced and newly qualified SLTs and SLT Assistants within part of the SLT service (including involvement in recruitment and appointments, disciplinary matters, allocating workloads, undertaking staff appraisals and career development) as requested by SLT Head of Service
* Independently take students on placement for clinical teaching and supervision, including exam placement.
* Teach SLT students and SLT Assistants and provide observation opportunities for those interested in a career in SLT.
* Plan, coordinate and deliver teaching to SLTs, SLT students and SLT Assistants, and provide observation opportunities for those interested in a career in SLT.
* Develop the training programmes for SLTs who are developing their skills in the specialist area, and for new graduate SLT staff to develop of their skills, competence and confidence
* Provide in-depth specialist teaching across and beyond the whole SLT service, using a variety of formal and informal presentation skills.
* Organising specific training events (e.g. journal club, invited speakers, study days, accredited courses, conferences)
* Identify training needs of other colleagues and liaise with other agencies and professions regarding training of other staff groups and be responsible for development of training programmes to other professionals / carers.
* Provides advice, training and support to educational staff, outside agencies, parents and carers, as appropriate, which may involve training in specific therapy techniques acquired via postgraduate training.
* To develop the skills and competencies of the SLT work force within the specific specialism.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don’t translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there’s only three, but because they are unique to who we are. We care, we think, and we do.

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| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * Accountability * Involve * Resilience |

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company’s employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management:  NHS Code of Practice](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/code-of-practice-on-confidential-information) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

* Completion of annual information governance training
* Reading applicable policies and procedures
* Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
* Ensuring the security and confidentiality of all records and personal information assets
* Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
* Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
* Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
* Adherence to the clear desk/screen policy
* Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder’s responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company’s medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company’s medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

Essential

* Degree in Speech and Language Therapy (or equivalent qualification).
* Licence to practice from Royal College of Speech & Language Therapists, which is issued following attainment of degree as well as the successful completion of clinical placements.
* Registration with Health and Care Professions Council
* Membership of Royal College of Speech and Language Therapists, and evidence of own professional development
* Have a high level of specialist knowledge and advanced clinical skills in specialist area to M.Sc. or equivalent level of education, acquired from post-graduate study and in-depth clinical experience, or advanced professional qualifications, underpinned by knowledge and application of evidence-based practice (e.g. for complex communication and swallowing issues)
* Have evidence of post graduate dysphagia training
* Have evidence of attending and using specialist knowledge gained from post-graduate study and attending courses (e.g. conversation analysis, cognitive neuropsychological modelling, total communication approach, supported conversation techniques, etc).)
* Have high levels of insight, skill and experience to work in partnership with the client, to determine an intervention programme that balances all aspects of their needs depending on their level of impairment, disability, handicap and distress.
* Have experience of working as a member of many different teams to promote multidisciplinary working (e.g. staff in hospital, residential home, community teams, clinic settings etc)
* Have high levels of insight, skill and experience to work in partnership with the patient, to determine an intervention programme that balances all aspects of their needs depending on their level of impairment, disability, handicap and distress.
* Have experience and UpToDate knowledge of working with a wide variety of AAC options.
* Have knowledge of national and local clinical guidelines in speciality areas
* Have a high level of clinical diagnostic and sensory perceptual skills, in order to carry out core clinical work, such as acoustic and phonetic transcriptions; structured and detailed observation of verbal and non-verbal communication behaviours; and ability to distinguish between discrete differences in oro-pharyngeal muscle function.
* Able to work collaboratively in a multidisciplinary team.
* Able to work closely with other Speech and Language Therapists and other therapists, as well as Service Managers
* Good verbal and written communication skills for a range of audiences including other professionals, clients/carers.
* Good organisational and time management skills
* Able to work independently to prioritise complex range of tasks and competing priorities.
* Able to use sound, highly specialist clinical judgement to select the most appropriate intervention from a range of options.

Desirable

* Experience of evaluating service delivery and monitoring effectiveness and outcomes of intervention, and of undertaking clinical audit.

Other requirements: Full UK driving Licence and access to a car for work

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| Employee signature |
| Manager signature |