**Treloar Trust**

**Job Description**

# POST: Senior Dysphagia Specialist Speech & Language Therapist

**ACCOUNTABLE TO:**  Head of Speech & Language Therapy

**LOCATION:** Holybourne

**JOB PURPOSE:**

To assist the Dysphagia Lead in overseeing the dysphagia SLT service across Treloar School and College. This may include:-

1. To support the Dysphagia Lead SLT in overseeing dysphagia provision across the site.
2. To support, updates, implementation and evaluation of Strategic Nutrition Support Team (SNST) policies across site.
3. To assist the Dysphagia Lead to provide support (clinical and professional) to the dysphagia SLT team.
4. To assist the Dysphagia Lead in completion of quality assurance tasks (audit, practice checks, follow up of reported incidents).
5. To take responsibility for set aspects or projects within the dysphagia service provision as agreed with the Dysphagia Lead.
6. To assist the Dysphagia Lead with overseeing and supporting the delivery of feeding training provided by the SLT department.
7. To assist the Dysphagia Lead in covering dysphagia SLT staff absence, including any ‘on-call’ dysphagia allocations.
8. To support with the coordination of emergency contact if required for any dysphagia concerns outside of Monday-Friday term time provision.
9. To liaise as required with health and social care professionals and other related statutory, private and voluntary organisations.

As a clinical specialist: to manage a varied caseload of students with highly complex dysphagia needs and profound physical, communication, sensory and learning needs. This will require advanced levels of clinical reasoning, analysis and problem solving throughout the Speech and Language Therapy process and may include:-

1. To take a lead and advisory role in the advanced assessment and treatment of students who have highly complex dysphagia needs, including those not on own caseload.
2. To provide support and clinical supervision to other members of the dysphagia SLT team around complex dysphagia cases.
3. To advise health colleagues, teaching professionals, residential care staff, parents and carers in the management of complex dysphagia cases
4. To maintain and further develop a high level of clinical expertise in dysphagia in order to support with service development and delivery.
5. To act as a member of the multi-disciplinary team working with students at Treloar School and College.
6. To be responsible for independently providing and managing speech and language therapy to a complex dysphagia and communication caseload of students with physical and/or learning impairments attending Treloar School and College.
7. To advise health colleagues, teaching professionals, residential care staff, parents and carers in the management of complex dysphagia cases.

### Responsibilities

Treloar School and College are independent providers of specialist education, care and therapy to students with highly complex physical, neurological and learning difficulties. Within this complex organisation the post holder will work to ensure the most appropriate Speech and Language Therapy service is delivered to all students and that there is an effective Total Communication approach underpinning the work of the Treloar Trust.

**Key Tasks**

## **Managerial:**

1. To support the Dysphagia Lead in the planning, development and evaluation of the SLT Dysphagia service: Using professional standards and guidelines to support the team to have a clear vision and understanding of how the SLT Department will develop its future policies, plans, procedures and service provision in line with Treloar School and College strategic aims and ethos.
2. To support quality assurance relating to the Dysphagia service, taking responsibility for completion of specific tasks in liaison with the Dysphagia Lead, including: practice checks, audits of care plans and Eating and Drinking Profiles, clinical notes audits, risk assessments.
3. To support the Dysphagia Lead and Head of SLT with development of relevant new policies and review of existing policies, in liaison with the relevant members of the SNST.
4. To provide support and clinical supervision of SLTs undertaking Dysphagia Specialist training and competencies, in liaison and agreement with the Dysphagia Lead.
5. To support with clinical supervision within the Dysphagia team and to provide mentoring of less experienced staff.
6. To support the Dysphagia Lead with the effective daily management of the dysphagia caseload, in order to ensure response to urgent referrals, prioritisation of clinical work and balancing other student related and professional activities in accordance with departmental standards.
7. To have a clear understanding of the admissions assessment process for prospective students and be able to provide support as required, with particular reference to management of dysphagia needs.

# Clinical:

1. To be responsible for independently providing and managing speech and language therapy to a complex dysphagia and communication caseload of students with physical and/or learning impairments attending Treloar School and College. This may include students with degenerative conditions, acquired disorders, receptive and expressive language disorders, autistic spectrum disorders and dysarthria including severe dysarthria requiring the assessment, provision and teaching/training in AAC (Alternative and Augmentative Communication) systems.
2. To act as a member of the multi-disciplinary team working with students with dysphagia and communication needs.
3. Demonstrate highly specialist knowledge in the field of dysphagia management and be able to use this knowledge to inform sound clinical judgements and decision making for caseload management.
4. Be able to support the needs of students using AAC systems or equipment. This may include the design, development, and ongoing programming support of appropriate communication software.
5. Liaise with external bodies and professionals for assessment and advice of feeding / dysphagia needs in complex cases. This may involve arranging clinics in school or accompanying students to hospital appointments.
6. Be able to reflect on best practice with other members of the SLT team, identify own strengths and development needs and seek advice and support when necessary.
7. Maintain up to date and accurate case notes in line with Trust policy and HCPC Standards.
8. Take responsibility for sharing information with others, observing data protection regulations and student confidentiality.
9. Write detailed clinical reports for students’ annual educational reviews and on other occasions when required, and attend review meetings where appropriate.
10. Be prepared to work in close proximity to students for example when teaching students strategies for saliva management or when carrying out feeding assessments.
11. Be able to manage the emotional consequences of working with students who may have life limiting or deteriorating conditions.

# Professional:

1. To adhere to the HCPC requirements for registration, RCSLT standards and Codes of Professional Conduct and Treloar Trust policies and procedures.

# Be conversant with other national policy and guidelines. This includes being accountable for own professional actions.

# Manage complex and specialist caseload independently.

1. Be able to identify areas for own personal/professional development including specific objectives relating to clinical specialism.
2. Contribute to the development of local clinical guidelines informed by evidence for clinical specialism.
3. Monitor own specialist service delivery and report to line manager re: project progress when required.
4. To actively participate in departmental and Trust induction, supervision, appraisal and the Trust’s PDR process using reflection and analysis to inform practice and identify training needs.
5. Be accountable for own professional actions and recognise own professional boundaries and seek advice and support where necessary.

## **Education and Development:**

1. To maintain and develop professional knowledge and be conversant with professional developments evidencing critical appraisal skills and continuing professional development and a sound understanding of clinical governance.
2. To participate in departmental and internal Trust training days, staff and service development, peer supervision and offer internal and external training as requested by the Head of Department, taking the lead as appropriate.
3. To remain up to date with new developments and trends in speech and language therapy and management of young people with physical and related neurological conditions.

## **Communication:**

1. To communicate effectively within a complex structure which involves the education, care and treatment of disabled students, ensuring a multi-professional approach and integrated service.
2. To share and disseminate knowledge to colleagues.
3. Demonstrate excellent interpersonal skills and negotiation skills with students, Treloar staff, parents and carers with regard to complex issues.
4. Be able to recognise when there is a conflict or breakdown in communication and be able to generate potential solutions.
5. To handle informal and, where required, formal complaints in an appropriate and professional manner.

**Organisational:**

1. Work within the curriculum and educational requirements, to ensure that services are provided in accordance with the Trust’s standards and objectives of quality assurance and that they are consistent with best professional practice and comply with organisational policies relating to Equal opportunities, Data protection and Health and Safety at Work legislation.
2. To contribute to service improvements in liaison with the Dysphagia Lead and Head of SLT, taking responsibility for audit and implementation of defined projects where required.
3. In conjunction with all team members keep the department tidy. To report any damage or inadequacies in equipment to the relevant department.
4. To be aware of and ensure implementation of Treloar Trust Health and Safety at Work Policy.
5. To comply with Treloar Trust, departmental and national guidelines as appropriate.

##### Other duties:

1. To support the Trust in safeguarding and protecting the welfare of all students.
2. To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
3. To maintain and develop own professional knowledge and awareness.
4. To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
5. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
6. This job description will be reviewed and amended in the light of changing professional demands.

**Person Specification - Senior Dysphagia Specialist Speech & Language Therapist**

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| **MINIMUM** | **DESIRABLE** |
| **Qualifications**   1. Degree/Diploma in Speech and Language Therapy 2. Post-registration dysphagia training (RCSLT accredited) 3. Registered SLT with HPC 4. Registered member of RCSLT | 1. MSc or equivalent in relevant area |
| Experience  1. Evidence of multi-professional and multi-agency working. 2. Substantial post-registration relevant experience with children and/or adults with dysphagia and related disabilities. | 1. Demonstrate skills / experience in management and supervision of staff team 2. Post graduate training and experience in other relevant fields: communication needs; physical disabilities; learning disabilities. |
| **Skills & Knowledge**   1. Understanding of clinical governance and its implications to service delivery. 2. Ability to provide clinical supervision for SLT colleagues and clinical education to SLT students 3. Extensive knowledge of appropriate therapy techniques and approaches relevant to complex dysphagia and a range of communication needs. 4. Ability to lead staff training. 5. Sound understanding of child and adult safeguarding issues. 6. Ability to present information, written & orally in a clear and logical manner. 7. Competent I.T. skills | 1. Working knowledge research methodology and an interest in relevant research 2. Established skills with a wide range of AAC systems |
| **Personal Qualities**   1. A commitment to promoting and safeguarding the welfare of students. 2. Ability to work within a multi-disciplinary team. 3. Ability to demonstrate empathy, sensitivity and tact. 4. Ability to communicate effectively with children and young adults of all ages and abilities. 5. Demonstrate a commitment to self and team-development. | 1. Ability to motivate a team |
| **Physical Requirements**   1. Ability to manage physical aspects of the job including ability to adapt own position to meet client needs 2. Be prepared to work flexible hours including lunch times and early evenings to support eating and drinking and communication skills 3. Ability to cope with working in a stressful and unpredictable environment. | 1. Requirement for physical effort, e.g. pushing wheelchairs and trolleys |
| Treloar Trust is committed  to safeguarding children, young people and vulnerable adults  All successful candidates will be subject to a Criminal Records BureauCheck along with other relevant employment checks | |