

## JOB DESCRIPTION

### GENERAL INFORMATION

<b>Title</b>	Adult Clinical Lead Speech and Language Therapist
<b>Grade</b>	Band 8a
<b>Job base</b>	Cross site role – predominately at Royal Brompton
<b>Responsible to</b>	Therapy Lead, Heart Team
<b>Accountable for</b>	Delivery of Speech and Language Therapy (SLT) Services across Royal Brompton and Harefield clinical group as part of Guys and St Thomas NHS Foundation Trust
<b>DBS checks</b>	DBS - not required <input type="checkbox"/> DBS - standard <input type="checkbox"/> DBS - enhanced <input checked="" type="checkbox"/>

### Royal Brompton and Harefield Trust (part of Guys and St Thomas's Foundation Trust)

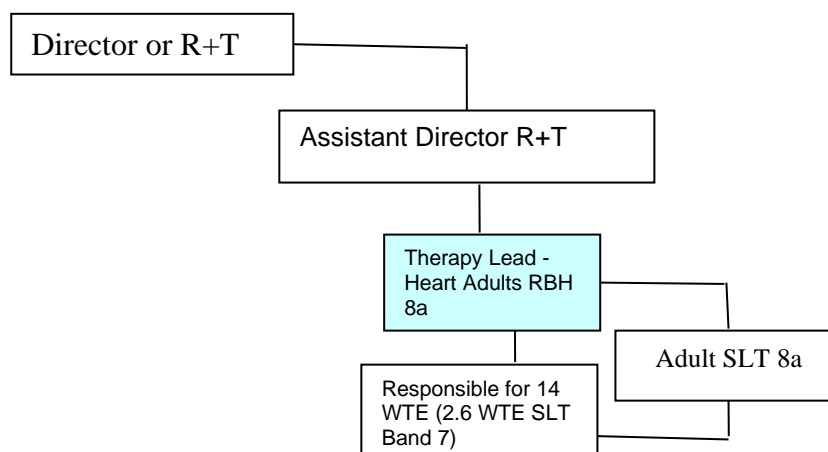
On 1st February 2021 the Royal Brompton and Harefield Hospitals became part of Guy's and St Thomas's NHS Foundation Trust – a truly once-in a generation development. Together, we are taking our first steps towards our vision of creating a brand-new centre of excellence, which will be the global leader in the research into and treatment of heart and lung disease in patients from pre-birth to old age.

This post is based at the Royal Brompton and Harefield Hospitals, both leading centres for the care of patients with cardio-respiratory disease. Harefield is also the largest and most experienced centre in the UK for Heart and Lung transplant, whilst the Brompton is one of only 5 nationally commissioned ECMO centres.

You will have the opportunity to work across both sites, supporting the development and delivery of a world-class SLT service for our highly specialist patient group.

### Where this post sits within the Directorate:

Therapy Services part of Rehabilitation & Therapies – Overall Therapy Services managed by Associate Director.



## **Job summary**

The post holder will be responsible for the Adult SLT clinical provision on both the Royal Brompton and Harefield site ensuring the appropriate development of those services in conjunction with relevant therapy leads and the Associate Director and providing support and leadership. They will also liaise with the cross-site Therapy Leads, Professional leads, Clinical Leads and other key stakeholders across all services. This includes critical care, cardiothoracic surgery and transplant services, respiratory medicine and specialist services, palliative and supportive care, complex discharge, psychological medicine, chaplaincy and arts therapy services

The post holder will directly line manage the B7 SLT within the Heart Therapy Team and will be involved in the clinical development of all adult speech and language therapists across sites. This will involve assisting other clinical leads with SLT team members joint goal setting, development plans and annual appraisals. They may also have a lead professional role; however, this is optional. They will be responsible for service planning and business cases related to speech and language services across both inpatient and outpatient services. They will also represent the R&T directorate on various committees as required the post holder has a responsibility to maintain links and align services with GSTT SLT adult acute services as well as establish links with other SLT transplant and ECMO services nationally

The post holder should demonstrate a passion for service improvement and development, evidenced by previous successful completion and implementation of QI projects. Further a strong interest in research and developing a culture of research and improvement within both the Speech Therapy and Therapy team, and linking in with the wider MDT, would be desirable for this post.

In addition to their leadership role, the post holder will continue to practice clinically undertaking work commensurate with their professional knowledge and expertise. They will also play a major part in the governance and quality of the service delivery in conjunction both with the Director, Associate Director and the divisional clinical and consultant staff.

## **Main tasks and responsibilities**

### **1.0 Patient/customer care (both direct and indirect)**

- 1.1 To undertake regular clinical work (~80%) including face-to-face patient contact, teaching and research.
- 1.2 Working at the level of an expert practitioner with regards to autonomy and level of knowledge and skills in tracheostomy, mechanical ventilation, critical care and cardiothoracic/transplant patient groups.
- 1.3 Independently lead and develop video fluoroscopy (VFS) and Fiberoptic Endoscopic Evaluation of Swallow (FEES) inpatient and outpatient services.
- 1.4 Together with Therapy Leads and other Clinical Leads ensure that all therapy staff have the necessary range of skills and that every opportunity is taken for multi-disciplinary working and shared approaches to service provision.
- 1.5 To be accountable for the direct delivery of SLT services to the trust, ensuring a consistency of service through the provision of clinical leadership and the

development of therapy services appropriate to the needs of the Division (Adult Heart and Lung)

- 1.6 Work with senior medical and nursing staff, and the general manager of the Heart and Lung Divisions, to ensure that day to day input from R&T staff is delivering the required service

## **2.0 Policy development**

- 2.1 Together with other senior R&T managers, ensure that the requirements from all Governmental NHS directives relevant to SLT services are appropriately implemented and incorporated into appropriate service guidelines
- 2.2 Together with the other Therapy Leads, ensure that service-specific guidance is disseminated and appropriately reflected in the practise of SLT services
- 2.3 To ensure the appropriate development, publication and dissemination of evidence-based policies as appropriate
- 2.4 Actively lead on policy development for the services and areas commensurate with role
- 2.5 Work with R&T staff and Divisional clinical and managerial staff to develop joint policies or approaches to care

## **3.0 Service development**

- 3.1 To work with other Therapy leads, and Trust/professional leads to enhance the quality of rehabilitation within the Trust
- 3.2 To lead the performance and data quality monitoring for the specialist rehab service and for the hospital to home service (if approved), including liaison with finance and commissioning services
- 3.3 To co-ordinate audit activities related to SLT within therapy services, linking in with the R&T Audit Lead
- 3.4 To lead on all aspects of quality, governance, risk and safety for the Heart and Lung team related to SLT services.
- 3.5 Input into the annual business plan and service/capital development programme for Rehabilitation and Therapies but also for the Heart and Lung Division
- 3.6 To ensure all members of the R&T therapy teams have a real voice in the development of those services for whom the post holder leads to patients/customers
- 3.7 To work with the Director and Associate Director in developing external links with other NHS organisations including acute and specialist Trusts and Primary Care Trusts, in order to ensure appropriate service development
- 3.8 To liaise regularly with the therapy leads and Associate Director regarding operational and service development issues/impacts for the adult SLT services
- 3.9 To contribute towards developing a culture of improvement, service development and research within the SLT and Therapy teams

## **4.0 People management**

- 4.1 To potentially provide professional leadership for all adult speech and language therapists

- 4.2 To provide a safe working environment for team members within available resources
- 4.3 Annually assist or complete (for direct reports) in the appraisal of all speech and language therapy staff within the directorate including the identification of personal and professional development goals and a discussion of appropriate training requirements
- 4.4 Actively foster team working at all levels and aim for a culture of openness and transparency
- 4.5 To be able to deal with situations involving staff or patients, that involve the receiving and providing of complex, highly sensitive or potentially contentious information where motivational, negotiating, empathy, persuasive and reassurance skills are required. This may be regarding personal circumstances, complaints or barriers to understanding.
- 4.6 Together with the Associate Director and Therapy Leads, ensure that all staff coming under the post holders remit have access to appropriate professional supervision and the time protected to ensure this is a regular occurrence
- 4.7 To maximise the potential of all team members through the facilitation and support of education and research opportunities

## **5.0 Communication**

- 5.1 To encourage and support good communication across all disciplines within the Directorate
- 5.2 To assist in the establishment and maintenance of appropriate formal and informal links to other clinical Divisions and clinical and non-clinical support services
- 5.3 To meet regularly with direct reports and foster a culture of openness and a non-hierarchical approach to decision making
- 5.4 To represent the Trust at regional and national conferences and on working groups as appropriate
- 5.5 To chair Directorate meetings as requested and provide Directorate representation on Trust committees as appropriate
- 5.6 Work with the Director, Associate Director, other Therapy Leads and Service Leads as part of the R&T management team

## **6.0 Resource management**

- 6.1 Assist in the review and disseminate the findings from relevant national audits, including those from the National Audit Office, and take ultimate responsibility for implementing their recommendations
- 6.2 To have an overview and understanding of FEES equipment (stock and scope) maintenance needs
- 6.3

## **7 Information management**

- 7.1 To ensure all SLT therapy staff input activity data and review the data to determine whether service specifications need revising

7.2 To liaise with the Directorate Administrator, ensuring all absence returns and other HR information from any direct reports are collected, collated and returned in a timely manner

### **Further sections**

- To abide by the NHS code of conduct for managers, the Trust's core behaviours for staff and managers and all other Trust policies including standing financial instructions, research governance, clinical governance, patient and public involvement, codes and practices and health and safety policies

### **Other duties**

To undertake any other duties commensurate with the grade as requested. This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder

### **Trust mission**

To be the leading national and international centre for the diagnosis, treatment and care of patients with heart and lung disease, creating and disseminating knowledge through research and education

### **Confidentiality**

During your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

In order to comply with the Data Protection Act 1998 and GDPR you must not at any time use personal data held by the Trust for any unauthorised purpose or disclose such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trust, unless expressly authorised to do so by the Trust.

### **Health and safety**

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

### **Infection control**

All Trust staff will:

- Act as a role model and champion for the highest standards of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

- Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene
- Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection

### **Diversity**

You are always required to carry out your responsibilities with due regard to the Trust's diversity policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

### **Risk management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

### **Conflict of interests**

You may not without the consent of the Trust engage in any outside employment. In accordance with the Trust's conflict of interest policy, you must declare to your manager all private interests, which could potentially result in personal gain because of your employment in the Trust. Interests that might appear to be in conflict should also be declared to your manager.

In addition, the NHS Code of Conduct and Standards of Business Conduct for NHS Staff (HSG 93/5) requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interest and your NHS duties.

### **CODE OF CONDUCT FOR PROFESSIONALLY QUALIFIED STAFF GROUPS**

All staff are required to work in accordance with their professional group's code of conduct (e.g. RCSLT, HCPC, NMC, GMC, DoH Code of Conduct for Senior Managers).

### **CRIMINAL RECORD BUREAU CHECKS (where relevant)**

Any applicant who is short-listed for this post will be asked to complete a disclosure form as the post-holder will be required to have contact with vulnerable adults or persons under the age of 18. The successful candidate will be subject to a criminal record check from the Criminal Records Bureau prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable.

### **Core behaviours for all Trust staff**

All staff will commit to:

- Act with honesty and integrity at all times
- Demonstrate respect for others and value diversity

- Focus on the patient and internal and external customer at all times
- Make an active contribution to developing the service
- Learn from and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as ambassadors for their directorate and the Trust
- Be aware of the impact of their own behaviour on others
- Be discreet and aware of issues requiring confidentiality

In addition, all managers and supervisors will:

- Value and recognise the ideas and contributions of all team members
- Coach individuals and teams to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Give ongoing feedback on performance, and effectively manage poor performance
- Provide support and guidance to all team members
- Encourage their team to achieve work/personal life balance
- Actively listen to comments/challenges and respond constructively
- Lead by example, setting high standards
- Ensure that there are sufficient resources for their team and rebalance priorities accordingly
- Provide a safe working environment

**Confirmed as accurate by postholder:.....**

**Date:.....**

**Confirmed as accurate by manager:.....**

**Date:.....**