Mater Misericordiae University Hospital Dublin

Job Description & Person Specification

Clinical Specialist Speech and Language Therapist Deep Brain Stimulation Service

Job Title / Grade:
Clinical Specialist Speech and Language Therapist
Deep Brain Stimulation Service
Temporary Position.

Department / Directorate:
Speech and Language Therapy Department / Heath & Social Care Professions (HSCP) Directorate

Location:
MMUH, working across all directorates

Reporting Relationship:
The Clinical Specialist Speech and Language Therapist will report to and through the Speech and Language Therapist Manager in relation to all departmental operations and developments.

The Clinical Specialist SLT will report directly to the Consultant or Consultant's team in the hospital from whom patients under the Deep Brain Stimulation service are referred for assessment, diagnosis and treatment of communication and swallowing disorders.

In the context of providing quality patient care he/she will also undertake to communicate with all disciplines involved with a patient on any issues which affect patient wellbeing.

Effective Date: 04/08/2023
Review Date: 04/08/2025

JOB DESCRIPTION

Job Purpose:

The Clinical Speech and Language Therapist (SLT) will contribute to the overall operation and development of the communication and swallowing service within the hospital in collaboration with the Speech and Language Therapist Manager and other Speech and Language Therapists within the department.

The Clinical Specialist Speech and Language Therapist (SLT) will have responsibility for the provision of a high quality, evidence based SLT service to patients presenting with communication and swallowing difficulties under the DBS service. She/he will oversee the development of the DBS SLT service.

The Clinical Specialist SLT will work closely with the DBS MDT to develop and deliver the outpatient DBS Service at MMUH. Within the role, she/he will:

- **Identify and assess patients under the DBS service with communication and swallowing difficulties as part of the DBS MDT in MMUH in accordance with the mission, values and strategic plan of the organisation.**
- **Act as senior decision-maker, with recommendations regarding SLT and HSCP intervention requirements where appropriate.**
- **Determine appropriate follow-up arrangements with relevant services.**
- **Provide leadership and direction to the DBS Team as appropriate within his/her own scope of practice.**
- **Communicate effectively with other team members, as well as patients, relatives, medical and nursing colleagues.**
- **Analyse service demands and develop the DBS team with other HSCP members in line with evolving requirements.**
- **Contribute to the overall operation and development of the communication and swallowing service within the hospital in collaboration with the SLT Manager and other SLTs within the department.**

KEY RESPONSIBILITIES

Clinical Care

1. To maintain and develop high standards of clinical practice and knowledge within the area of Movement Disorders and Deep Brain Stimulation.
2. To demonstrate a high level of clinical knowledge and skill in the assessment, diagnosis and treatment of patients with acquired communication and swallowing disorders.
3. To assess, develop and implement highly specialised programmes of care and treatment to meet the needs and priorities of clients under the Deep Brain Stimulation service in accordance with MMUH guidelines and professional guidelines.
4. To undertake Videofluoroscopic and Fibreoptic Endoscopic Evaluation of Swallowing assessments appropriate to their level of competence and in line with departmental policies on same.
5. To prioritise caseload according to clinical need and in the context of service policy.
6. To delegate clinical caseload appropriately for service area.
7. To demonstrate effective team working in a client centred framework as a component of effective case management.

8. To ensure an optimum service is provided for all service users under the Deep Brain Stimulation service at MMUH.
9. To record client related information in accordance with MMUH departmental and hospital guidelines and professional standards.
10. To promote team working by participating in teams, communicating, providing leadership, and keeping the rights and needs of the client central to such participation.
11. To balance clinical demands with other responsibilities e.g. departmental responsibilities, CPD, organisational, service development, research and training development through effective time management and organisational skills.
12. To manage clinical risk within own caseload and that of designated team at all times.
13. To demonstrate sound understanding of clinical governance and to demonstrate the use of treatment plans with evidence based links.
14. To record client related information in accordance with MMUH departmental and hospital guidelines and professional standards.
15. To comply with data requirements for ICT system and required reports.

<u>To Provide a Quality Service</u>

Planning, maintaining and evaluating a quality service

1. To develop and provide the highest quality of service by identifying and implementing local and international policies, procedures, guidelines and care pathways in line with best practice standards.
2. To promote quality by reviewing and evaluating the service regularly and to strive to find ways in which standard of quality and efficiency can be improved within the DBS service.
3. To optimise the use of available resources to achieve effective outcomes when planning and delivering a flexible service that meets the needs of patients admitted to MMUH
4. To provide cross cover to other clinical areas/services within the SLT team, as needed, to support SLT service continuity and operational requirements.
5. To identify and avail of opportunities to contribute to operational service developments, strategic planning, development of policies and reviewing of Stroke service delivery.
6. To drive the development and provision of cross-disciplinary services.
7. To keep abreast of new developments (e.g. clinical care programmes, healthcare policy, best practice guidelines), skills, and technology to ensure continuing competence in the post.
8. To propose and implement changes to service in line with new developments/evidence in conjunction with the SLT manager.
9. To enhance own skills in order to initiate and respond to changes in the work environment e.g. data analysis, report writing, clinical audit, risk assessment, business case development and research.
10. To ensure that high quality patient centred services are based on the best available resources. To develop and implement service/business plans, quality initiatives, audits etc and reporting on outcomes in collaboration with the SLT Manager.
11. To advise on and implement future models of care (e.g. Speech & Language Therapy led services), exploring advanced practice working models and alternative working patterns as appropriate.
12. Produce an annual service plan/report.

Management

Physical resources

1. To co-operate with the SLT manager in the control of expenditure and the management of departmental budgets, including a planned programme for replacing capital equipment where appropriate.
2. To ensure competent use of all equipment used in the clinical area, ensuring designated staff gain competency prior to use
3. Ensure that faulty equipment is immediately removed from the treatment area and restored to safe use as promptly as possible
4. To ensure that all complaints, accidents and near misses are reported to the SLT manager as soon as possible and documented accordingly
5. To attend mandatory training (Fire, hand hygiene, CPR, manual handling, Children First) etc.

Human resources

1. To lead by example a professional, dedicated, and punctual team
2. To be responsible for daily management, supervision and co-ordination of designated team, including staff appraisal, probation reports, performance management, informal grievance and act as a panel member in staff recruitment
3. To deputise for the SLT Manager in his/her absence as requested (e.g. while on annual leave or sick leave), including covering administrative duties (e.g. organising/monitoring leave; providing pay and sickness returns)

Planning and Organisation

1. To plan and organise own time and lead on organisation of team caseload when appropriate to include patient care, meetings, supervision and training.
2. To be responsible for the day to day operational management of the Speech and Language Therapy service to patients in the clinical area, working alongside other established teams.
3. To ensure that the agreed quality standards of service, based on professional guidelines and standards and national guidelines are maintained.
4. To achieve the effective daily management of a patient caseload including responding to urgent referral, prioritising clinical work and balancing clinical demands with other responsibilities e.g. departmental responsibilities, CPD, organisational, service development, research and training development through effective time management and organisational skills.

To Understand and Participate in Research

1. To identify the need for relevant research on issues related to Speech and Language Therapy in DBS and formulate relevant research questions.
2. To understand and select specific research designs and methods.
3. To undertake and facilitate research and development programmes particularly in their area of expertise which enhance the evidence base, in line with hospital policies.
4. To engage appropriately with all relevant stakeholders in respect of research issues e.g. the Health Research Board, Institutional Review Board, Service users etc.
5. To present, publish or contribute to the presentation/publication of research.
6. To lead on service activity analysis & on-going audit for the clinical area.
7. To critically appraise recent literature and modify clinical practice where appropriate.

8. To disseminate relevant research results within clinical teams as appropriate.
9. To participate in appropriate work related research projects and in clinical trials as required.
10. To work in an advisory capacity to therapy/medical directorates/regional or national agencies as required.
11. To act as peer reviewer of publications by other authors in the area of clinical specialism.

To Promote Education and Development – Self and Others

Maintaining continuing professional development

1. To identify own personal and professional development needs and to put formal and informal structures in place to meet those needs in collaboration with the SLT Manager.
2. To identify and avail of formal and/or informal learning opportunities within SLT and multi-disciplinary contexts to remain informed on contemporary clinical best practice.
3. To analyse and apply learning from formal and informal CPD activities relevant to practice.
4. To participate in annual PDP meeting with SLT Manager.

Education and Development of Others

1. To promote the importance of CPD within the team.
2. To encourage and support others in the use of reflective practice so that the service is one which continually improves and develops.
3. To plan, deliver and evaluate education, training and health promotion activities as appropriate.
4. To organise departmental journal clubs, academic presentations and case presentations.
5. To contribute to education policy for both pre and post qualifying practitioners.
6. To participate in the practice education of student therapists.

Supervising and Coaching others

1. To provide support to other staff including mentoring, coaching, supervision and formal development training as appropriate.
2. To act as a positive and supportive specialist team leader in their own area.
3. To identify stressors and performance problems within the department in a timely manner and deal with same in collaboration with the SLT Manager.
4. To coach assigned Senior SLTs in their area of specialism including facilitating regular meetings with them to identify performance issues and development needs including CPD needs.
5. To facilitate the development of others in problem solving/negotiation skills within peer review/support context.
6. To empower staff by appropriately delegating clinical responsibility and authority.
7. To demonstrate adaptability and flexibility in managing others.

Acting as a Clinical Resource

1. To act as a clinical advisor to colleagues, students and other health professionals.
2. To provide clinical expertise on a regional and national basis on their specialist knowledge and skills in a defined clinical area.
3. To contribute professional expertise to wider organisation initiatives/ committees or steering groups.

4. To disseminate knowledge and evidence based practice through presentations and publications.

To Contribute to SLT Professional Practice

1. To exercise a professional duty of care, to promote self-advocacy and/or act as an advocate for clients where appropriate.
2. To represent the SLT profession within their own service area and across multiple service areas within the MMUH, larger health service and with all relevant stakeholders.
3. To promote and instigate initiatives that will ensure professional practice and advancement of standards.
4. To maintain knowledge of on-going work being done by SLT professional bodies, the Irish healthcare services and relevant developments internationally and apply same to practice whew relevant.
5. To understand the specifics of current legislation as it applies to their specific area of practice.
6. To understand and respect own scope of practice and that of all members of the MDT.
7. To know when to ask for support in decisions or referring decisions to others when appropriate.
8. To manage own work life balance and to support relevant others in the management of same.
9. To act as an advocate for colleagues within the profession.

To Communicate Effectively with Others

1. To manage working relationships in a professional manner.
2. To manage communications in a professional manner
3. To negotiate effectively with relevant others when appropriate.
4. To promote and improve multi-disciplinary and inter-agency communication in their area of responsibility.
5. To contribute to clinical teams at expert level ensuring a well co-ordinated care plan.
6. To demonstrate excellent presentation skills.

General Responsibilities and Accountabilities

1. Confidentiality
   You will be aware of the confidential nature of Hospital work and in particular, the right of patients to confidentiality.
2. Policies & Procedures
   You are required to familiarise yourself with and adhere to all policy and procedural documents relevant to your position.
3. Hygiene Standards
   The highest standard of hygiene must be maintained in the Hospital at all times and all staff members are responsible for ensuring compliance with the Hospitals requirements and standards with regard to hygiene. It is the responsibility of all staff to have a fundamental understanding of their individual responsibility in maintaining departmental & site hygiene standards.

4. Health and Safety
   Ensure that effective safety procedures are in place to comply not only with the Safety, Health and Welfare at Work Act 2005 but also within the spirit of the Hospital's mission, vision and values, and they are known and followed by staff. You are required to familiarise yourself with the requirements of employees under the Safety, Health and Welfare at Work Act 2005 and to promote a work environment that is compliant with the Safety, Health and Welfare at Work Act 2005. Each staff member is individually responsible for ensuring that the Hospital remains a safe place to work.

5. Information Technology
   Ensure the most effective and efficient use of developments in information technology for administrative support in a manner, which integrates well with systems throughout the organisation.

6. Business Continuity Management
   Business Continuity Management (BCM) is a holistic management process that identifies potential impacts that threaten an organisation and provides a framework for building resilience and the capability for an effective response that safeguards the interests of its key stakeholders and reputation" (BS 25999) All Staff employed in the Mater Misericordiae University Hospital are obliged to:
   - make themselves familiar with the Organisational Business Continuity Plan
   - attend BCM education sessions provided for them
   - make themselves familiar with their individual roles as set out in their departmental business continuity plan if applicable and or the Organisational business continuity plan

Note:

These duties and responsibilities are reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the Hospital. The incumbent Clinical Specialist Speech and Language Therapist will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing climate. The job description must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	• A speech and language therapy qualification validated by CORU and full CORU registration, appearing on the current CORU register for Speech and Language Therapists.	• Continuing professional development in area of Parkinson's Disease and Deep Brain Stimulation • Relevant Masters or Doctoral qualification
Experience	• Minimum 5 years satisfactory experience.	• Significant clinical experience in Neurology/Parkinson's Disease/Deep Brain Stimulation
Organisational Knowledge	• Knowledge of the operational procedures in the Mater Hospital and the relevant SLT bodies. • Knowledge of the Health Service QCCD programmes	• Background knowledge of the Hospital, its governance and organisational structure, core activities and values and strategic aims.
Professional Knowledge	• Knowledge of the clinical areas in the acute setting • Knowledge of community services • In depth professional knowledge in the area of proposed specialism • Demonstrate evidence of continuing professional development relevant to the required area of specialism, in the form of post-graduate qualifications or relevant courses • Demonstrate a proven record of clinical excellence and achievement in the areas of clinical audit, quality improvement initiatives, practice development and advanced clinical reasoning	• Experience of teaching and research relevant to Neurology/Parkinson's Disease/Deep Brain Stimulation.
Core Competencies	• Team working and inter-personal skills • Communication skills • Supervision and feedback provision • IT skills • Problem solving skills. • Effective time management • Research skills	• Negotiation skills • Service development • Strategic planning • Coaching skills