**Advanced Clinical Academic Job Description**

**Job Summary**

A clinical academic role where the post holder provides leadership and takes overall responsibility for clinical academic work. They can apply their knowledge and skills in highly complex, unpredictable, and varied research area. They conceive, design, develop and adapt solutions to clinical and research questions through critical analysis, evaluation, and synthesis. The post holder can support all other practitioner levels.

**Key Working Relationships**

**Interna**l – Speech & Language Therapists within the organisation; clinical staff across a range of teams; academic staff; referring clinicians; other disciplines and relevant services.

**External** – higher education institutes; referring and receiving organisations; service users, relatives, and carers; Speech & Language Therapists in other relevant organisations, the UK and overseas including the Royal College of Speech & Language Therapists and associated CENs; NIHR; Council for Allied Health Professional Research; third sector organisations.

**Main Duties and Responsibilities**

**Research and Service Development**

* Plan and lead detailed research programmes ensuring the research is of national (and ideally international) significance
* Attract external funding to support research activity in collaboration with higher education institutions, NHS partners or organisations as appropriate to the research theme
* Act as a strategic link between practice, professional bodies, research institutes and academia to develop and influence research education provision
* Undertake reporting requirements related to research projects. Examples include institutional review boards/independent ethics committees, sponsors, funders, and regulatory authorities
* Enhance research capacity and capability, knowledge transfer and clinical academic activity within the department, using research informed teaching and clinical practice
* Oversee research across departments and services e.g., multisite projects
* Manage research budgets and resources
* Help establish a knowledge-rich and enquiry driven culture across the service that contributes to research outputs and has a positive effect on development, quality, innovation, increasing capacity and capability, and making systems more effective
* Ensure that service users with lived experiences are fully involved in identifying areas for service co-design and research
* Persuade and influence a range of stakeholders to engage with research activity and evidence-based practice
* Work with service users, relatives, and carers to ensure the service is person-focussed, including learning from adverse incidents and complaints
* To develop new evidence-based models of care continuously integrating evidence-based practice and identify the strategic vision and direction for the service
* To be responsible for initiating and developing relevant quality improvement and research activity within teams, supporting & participating in wider MDT research
* To take departmental research through to presentation at national level, including publication
* Contribute to local and national strategic vision of research in health and social care settings.

**Education and Training**

* To create and maintain a learning culture, ensuring that staff have sufficient opportunities to extend their knowledge and skills by attendance at appropriate post-registration courses of both clinical and managerial content and link into other training programmes within the organisation, HEIs, and nationally
* Help firmly establish values-based professional practice across pathways, services, organisations, and systems, working with individuals, families, carers, communities, and others
* Prepare and participate in lectures, seminars, and demonstrations to Speech & Language Therapists and to senior healthcare professionals at a local and national level
* To ensure planned in-service training for the team provides an appropriate peer learning opportunity supporting both the critically appraisal of research studies and how to implement them effectively into clinical practice
* To educate colleagues in research methodology, methods, and statistics
* To educate specialist and non-specialist audiences in complex ideas and theories
* To act as a clinical academic mentor supporting staff at all stages of a clinical academic career: from those who are just starting to consider carrying out practice-based projects or research, to those wishing to do a formal clinical-academic fellowship, and beyond
* Develop staff potential and help people to learn, develop and improve (in and from practice) to promote excellence and development of the workforce in relation to research
* To be responsible for maintaining own competency to practice through CPD activities, using reflective practice and maintain a portfolio that indicates personal development
* To supervise the clinical academic development of qualified staff and students, including supervision of Masters and PhD students. To participate in own regular clinical supervision & appraisal.

**Leadership**

* To provide high quality clinical academic leadership
* To act as a role model and makes an identifiable contribution to evidence-based change & development within the profession or service & beyond
* To generate enthusiasm by presenting, and defending, ideas that encourage people to think differently
* To demonstrate excellent communication skills and maintain high quality relationships
* To raise and maintain the profile of the service
* To represent the service, profession, department, and organisation at national, local, and trust-based working groups and provide expert knowledge to those groups
* Attend and report at a senior level (e.g. boards, executive committees) regarding research-related governance, policy and service development.

**Clinical Responsibilities**

* To autonomously assess, diagnose, treat, and manage a complex caseload of children/adults with communication/swallowing problems in a specialist area in accordance with local service guidelines and service standards
* To provide expert knowledge and clinical judgement, specialist recommendations and second opinion to the wider SLT and MDT
* To liaise with all appropriate agencies pre and post discharge from the service. To liaise with Speech and Language Therapists within the regional network to facilitate seamless transfer of care. This may include links with voluntary organisations
* To provide accurate and timely reports, including transfer and discharge reports
* To recognise boundaries of own extended role and always manage associated risk.

**Administrative Responsibilities**

* To maintain comprehensive and accurate notes in accordance with departmental policy and to ensure the safekeeping and confidentiality of these records
* To monitor and review teams’ activity in accordance with local performance indicators and national requirements to help inform service delivery and evaluation
* To ensure departmental equipment and communication devices are regularly maintained and in good working order
* To lead and participate in recruitment as per organisational policy.

**Systems and Data Management**

* To use a range of IT skills and software packages, including those for the statistical analysis of research data
* To ensure that data collection and audit take place at regular intervals to inform clinical activity monitoring
* To ensure that all databases are protected under Caldecott principles regarding confidentiality
* To provide continual evaluation of services by ensuring accurate data collection that is reviewed regularly with action taken to improve performance as necessary and stakeholders receive timely, accurate reports
* To write accurate and timely reports which represent service user and activity data
* Manage intellectual property (IP) and copyright requirements
* Knowledge of licensing authorities and the licensing of investigational products, medical devices and IMP as applicable to role.

**Governance / Quality Control**

* To submit, investigate and develop actions for improvement, including multi-professional responses, to adverse incidents
* To lead clinical governance meetings
* To lead the production of clinical guidelines, local policies, and development of new working practices, ensuring they are evidence-based, implemented and audited having taken into account any national priorities/directives.

**People Management and Performance**

* Lead, coach and manage the performance of the team in line with good people management practices. Ensuring excellence is recognised and underperformance is addressed
* Participate in regular performance appraisal meetings and ensure each member of the team has a clear set of objectives and development plans
* State clear expectations, clarify goals and negotiates realistic deadlines so that people know what is expected of them
* Ensure the team is compliant with all statutory, mandatory training together with any professional training requirements, ensuring they are up to date and fully compliant
* Manage team absences including sickness in line with organisational policy ensuring the appropriate return to work meetings occur and productivity is kept to the highest possible level
* Identify and fill any vacancies that arise within the team in line with the organisation’s recruitment policy and process
* Identify talent and support the internal talent management process in order attract and retain and succession plan for your people
* Create a nurturing and supportive culture
* Implement procedures for dealing with ethics and professional conflicts
* Review skills mix at regular intervals to identify any potential opportunities to maximise resource utilisation / allocation, ensuring job descriptions are kept up to date
* Ensure overall wellbeing of the team is maintained. Continuously support in improving the morale of the team and implementing a culture of zero-tolerance for bullying and harassment.

**General**

The post holder has a general duty of care for their own health, safety, and wellbeing and that of work colleagues, visitors and service users within the organisation, in addition to any specific risk management or clinical governance accountabilities associated with this post.

* To observe the rules, policies, procedures, and standards of the organisation together with all relevant statutory and professional obligations
* To observe and maintain strict confidentiality of personal information relating to service users and staff
* To be responsible, with management support, for their own personal development, and to actively contribute to the development of colleagues
* This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.

# **PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education and Qualifications** | | |
| HCPC recognised Diploma, Batchelor’s or Masters qualification in Speech & Language Therapy | X |  |
| Registration with the HCPC as a Speech & Language Therapist | X |  |
| Post-HCPC registration research-focused MSc/MPhil/MRes | X |  |
| RCSLT research champion |  | X |
| RCSLT specialist advisor |  | X |
| Active member of relevant clinical excellence network(s) |  | X |
| PhD | X |  |
| Member of RCSLT |  | X |
| Formal qualification in leadership and management (research and/or operational) | X |  |
| Teaching qualification |  | X |
| Has completed Good Clinical Practice Certificate (GCP) | X |  |
| **Knowledge and Experience** | | |
| Highly developed knowledge & extensive specialist clinical experience and in the assessment, treatment & management of relevant clinical caseload | X |  |
| Knowledge and experience of qualitative & quantitative research using scientific methods to understand and explain how health care services can be improved for their users and reduce the research-to-practice gap, including knowledge of implementation strategies. | X |  |
| Extensive experience of audit, quality improvement projects and research | X |  |
| Excellent record of research evidenced by publications in peer-reviewed journals, competitive research grants and evidence of national and international recognition and esteem. |  | X |
| Experience of supervising staff and students, including Master’s and PhD students |  |  |
| Up to date knowledge of content and methods of teaching and/or supporting learning including the value and use of learning technologies | X |  |
| Experience of strategic and operational leadership, planning and implementation capability | X |  |
| Demonstrates knowledge and experience of public/patient involvement in research design, service design, co-production and dissemination | X |  |
| Experience of working on organisational/national committees or working groups to develop guidance into the practice of SLT in relevant clinical area | X |  |
| Experience in a lecturing and/or management post within the field of Speech & Language Therapy; may include organising/delivering training courses |  | X |
| Ability to articulate a clear research vision and strategy for development, implementation, and delivery of successful research projects | X |  |
| **Skills and Competencies** | | |
| Demonstrates experience of leading research programmes |  | X |
| Able to write competitive grant and funding applications | X |  |
| Excellent communication skills, including the ability to process and share highly complex information in confidential manner | X |  |
| Excellent presentation skills | X |  |
| Highly skilled in providing clear, concise written and verbal reports | X |  |
| Advanced clinical reasoning skills selecting from a range of treatment and management options, including innovative approaches | X |  |
| Works autonomously at an advanced level | X |  |
| Advanced skills in reconciling inter- & intra-professional differences of opinion | X |  |
| Skills in planning complex activities requiring adjustments &/or strategic planning | X |  |
| Demonstrates leadership attributes and motivational skills | X |  |
| Excellent time management and organisational skills | X |  |
| Excellent team building and team working skills | X |  |
| Demonstrates commitment to excellence in research, clinical care and teaching and to providing a high quality experience for students and staff |  | X |
| Skills in the collection & use of data to performance manage and plan services | X |  |
| Excellent IT skills, including statistical software packages | X |  |