##### **Intermediate Clinical Academic Job Description**

**Job Summary**

A clinical academic role where the post holder is working independently and can transfer and adapt their knowledge and skills to varying topic areas dependent on need. The post holder will have an established place in a formal clinical academic career pathway and be able to prioritise their own work in both the clinical and research settings. This post requires the ability to work in a complex environment and demonstrate creative solutions to problems, as well as be able to support core and awareness level practitioners.

**Key Working Relationships**

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

**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**

* 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
* To ensure that service users with lived experiences are fully involved in identifying areas for service co-design and research
* To 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 actively seek sources of funding/income generation to support research projects including internal and external funding for cross-organisational research projects
* 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
* Has own portfolio of research activity, focused on developing research outputs aimed at benefiting practice or health outcomes
* Has knowledge of advances in own and related research areas to recognise gaps in research knowledge.

**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/academic 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.
* Educate colleagues in research methodology, methods, and statistics
* 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 professional development of qualified staff and students. To participate in own regular clinical supervision & appraisal.

**Leadership**

* To provide high quality clinical and professional leadership to a designated team(s)

* 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 organisation-based working groups and provide expert knowledge to those groups
* To support in the delivery of key aspects of departmental strategy.

**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 team
* To provide information, advice and support to service users, relatives, and staff
* To liaise effectively with the multidisciplinary team to facilitate care
* To attend relevant team meetings and case conferences, as appropriate
* To liaise with all appropriate agencies as required. To liaise with staff 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 facilitate access to specialist assessment and management dependent on clinical specialism
* 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.

**Governance / Quality Control**

* To submit, investigate and develop actions for improvement, including multi-professional responses, to adverse incidents
* To respond to complaints in a timely and professional manner
* To support clinical governance meetings
* To support, and where appropriate 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
* 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
* Develop research teams and infrastructure appropriate to the requirements of the research project
* 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 patients within the hospital, 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**

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|  | **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 |  | 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 |  |
| Demonstrates ethical performance in the planning of research delivery | X |  |
| Experience of developing research outputs aimed at improving practice, care pathways or outcomes | 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 | X |  |
| Evidence of having independently undertaken audit, quality improvement projects and research | X |  |
| History of published research/clinical articles/textbooks |  | X |
| Experience of supervising students and practitioners in a clinical academic context at every stage of the research process including dissemination and publication | X |  |
| Experience in a range of methodologies for the re-design and transformation of services in response to a changing context &/or new evidence base | X |  |
| Understanding of current NHS issues and structure | X |  |
| Demonstrates knowledge and experience of public/patient involvement in service design and co-production, including dissemination of research findings | X |  |
| Experience of working on organisational/national committees or working groups to develop guidance into the practice of Speech and Language Therapy | X |  |
| Experience in a lecturing and/or management post within the field of Speech & Language Therapy; may include organising/delivering training courses including research skills |  | X |
| Committee membership related to research (research ethics committees, grant provider committees etc.) |  | X |
| Awareness of regulatory and legal frameworks and their implications for applied research design, and in the context range of health and social care settings | X |  |
| Understanding of funding sources including different schemes available. | X |  |
| **Skills and Competencies** | | |
| Able to design research studies using the appropriate method for the research question | X |  |
| Excellent presentation skills | X |  |
| Able to write research proposals, protocols and funding applications | X |  |
| Excellent communication skills, including the ability to process and share highly complex information in confidential manner | 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 |  |
| Able to critique research papers and implement/argue case re: relevance of findings to clinical setting | X |  |
| Excellent time management and organisational skills, including budget management | X |  |
| Excellent team building and team working skills | X |  |
| Skills in the collection & use of data to performance manage and plan services | X |  |
| Excellent IT skills, including statistical software packages | X |  |
| Skills in establishing networks to support clinical and research activity, including cross-boundary or cross-discipline working (e.g., HEIs, social care, healthcare | X |  |