

COMMUNITY HEALTH AND WELLBEING

CHILDREN'S SPEECH & LANGUAGE THERAPY

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Senior Speech and Language Therapist
BAND: Band 6
REPORTS TO: Team Lead – Children's Speech & Language Therapy
BASE: Paybody Building

JOB SUMMARY

To provide an effective Speech & Language Therapy Service for children with Speech, Language and Communication Needs, with reference to Trust and Speech & Language Therapy Service policies and procedures and also professional standards set out by the Royal College of Speech and Language Therapists and the Health & Care Professions Council.

To assess, treat and manage own caseload of children and young people and to maintain associated clinical records. To advise and provide clinical support to other speech and language therapists, this may be in a specialist area. To supervise the work of assistants, students and other less experienced therapists.



Respect



Excellence



Integrity

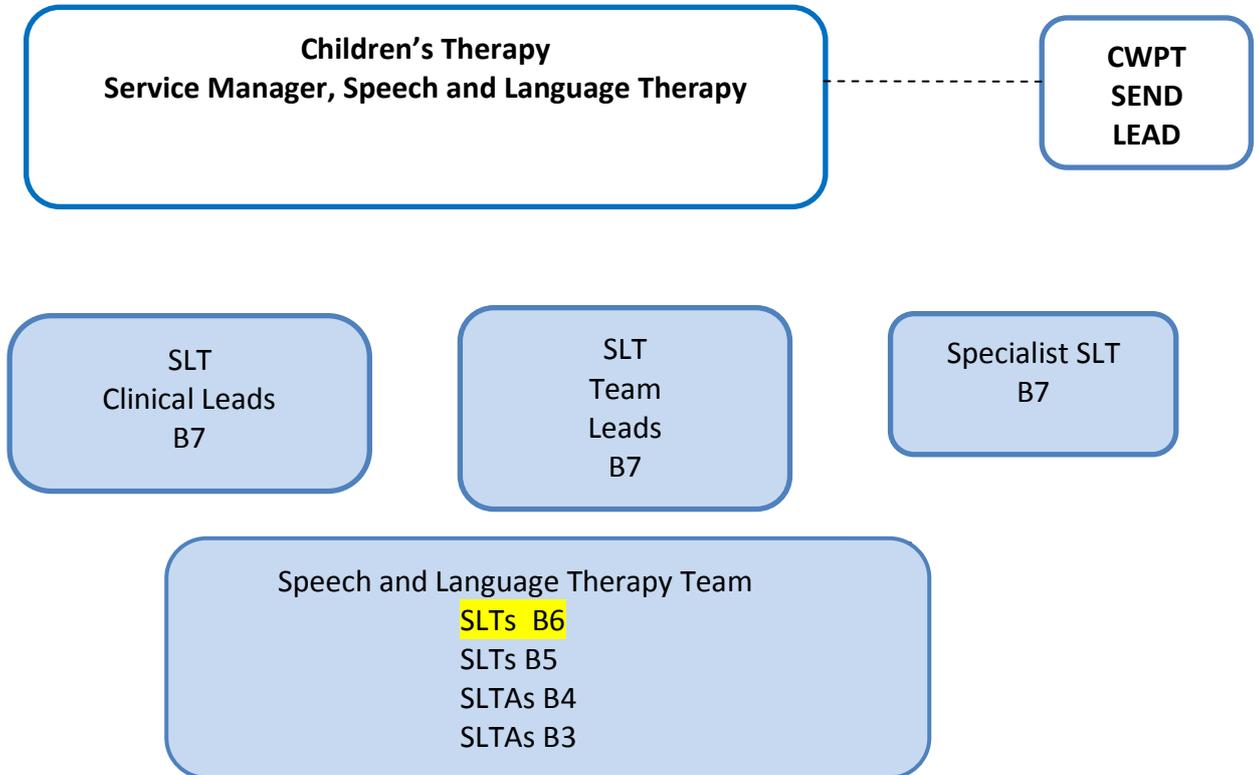


Collaboration



Compassion

ORGANISATIONAL CHART



Respect



Excellence



Integrity



Collaboration



Compassion

Organisational Values:



Compassion - We are compassionate, kind and caring to everyone, including people who use our services and people we work with.



Respect - We are civil and respectful. We celebrate diversity and always appreciate the views of other people.



Excellence - We always do our best and seek to achieve excellence in all we do. We innovate and try out new things, and when things don't go to plan we embrace this as an opportunity to learn and improve.



Collaboration - We take pride in involving people and working together as an inclusive team, both within our organisation, and in co-production with people who use our services, carers, partners, local community groups and others.



Integrity - We do the right thing and people can trust us. We are open, honest and transparent, even when things go wrong.

MAIN RESPONSIBILITIES OF THE POST

To manage communication disorders in children and young people by:

assessment and diagnosis

formulation of management plans

writing reports according to service guidelines

provision of appropriate intervention, individual/ group, direct/ indirect

evaluation of targeted outcomes

attendance at case discussions

offering advice and support to parents, carers and significant others about individual children and demonstrating practical activities.

School/nursery /home visits as appropriate

making onward referrals as necessary

seeking second opinions/ specialist advice as necessary

appropriate discharge.

- To identify feeding problems and seek second opinion/refer on, as necessary.
- To be responsible for managing a defined caseload of children and advising team/clinical lead of any difficulties with this.
- To empower others to support children with speech, language and communication needs (SLCN).
- To contribute to reports for Education, Health & Care Plans.
- To continuously develop clinical competence and achieve goals set for personal and professional development, with reference to RCSLT guidelines and Trust appraisal processes.
- May have a specialist interest in a specific clinical area.



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- To provide second opinions as necessary and appropriate to meet the needs of complex or specialist cases.
- To carry out annual appraisals.
- To maintain a high level of clinical knowledge and keep abreast of new developments via literature reviews, participation in clinical forums, clinical supervision and research projects, and membership of Clinical Excellence Networks. (CENs).
- To maintain an up to date knowledge of national policies, documents and trends appropriate to post and competency levels.
- To deliver training to SLTs (including student placements) and the wider workforce and lead in the writing, development and evaluation of training.
- To support/ represent the Team Lead/s or Clinical Leads (under their direction), as and when required.
- To inform leads of new knowledge and information which could impact on clinical pathways.

Communication

- To liaise with children/ young people, SLTs, professionals, parents and carers, sharing complex and sensitive information using empathy and reassurance.
- To communicate complex and sensitive information to clients/parents/carers, using persuasion, reassurance, tact and sensitivity to overcome barriers to understanding.
- To communicate condition related information to children and their families.

Analytical and Judgemental Skills / Freedom to Act

- To work independently within service and trust guidelines and codes of practice.
- To assess, diagnose and treat children with communication disorders (may be from a specialist area), selecting an appropriate approaches and strategies from a range of evidence-based options.
- To provide second opinions as necessary and appropriate to less experienced colleagues.
- Accountable for own professional actions as an autonomous practitioner.
- Demonstrate depth of knowledge & experience in a variety of clinical areas.
- To be responsible for maintaining own competency to practice through CPD activities and to maintain a portfolio which reflects personal development.



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- To participate in, and lead on aspects of, delivery of in-service education and training to therapy staff and other disciplines and/or agencies as required.
- To participate in, and lead on aspects of, the delivery of parent and other professional education and training sessions as part of clinical delivery of services.

Planning and Organisational Skills

- The post-holder will independently organise his/her own caseload of children and non clinical workload, prioritising clinical needs.
- To maintain client records and information/data systems, in accordance with service/trust policies.
- To raise concerns about caseload pressures with the appropriate Team Lead.
- Plan & develop training sessions
- Plan and organise clinics in specialist clinical area
- To utilise the computerised information and patient management system for the organisation of clinics and appointments, being able to monitor and manage personal clinic capacity.
- To plan and organise therapy for children and young people on a caseload taking into consideration urgency of need, clinical priorities and capacity; taking direction and advice from Lead SLT where appropriate.

Physical Skills

- Use of keyboard skills and knowledge of software packages
- Auditory and perceptual skills in the assessment/ diagnosis and treatment of children with speech/ language and communication difficulties.

Responsibility for Patients / Clients

- This is a clinical post, developing and implementing speech & language therapy interventions, following assessment.
- Care provided will be direct face to face and also indirect, advising others how to implement speech & language therapy care packages.
- To independently undertake formal & informal assessment of children's SLCN (may be in a specialist area)



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Policy and Service Responsibilities

- To follow service and trust policies as appropriate to own role.
- To comment on policies/procedures as appropriate to own role where policy/procedure might compromise patient care or enhance service delivery.
- To propose and implement service and team developments and policies
- To make recommendations in the specialist area.
- To have a service wide responsibility.
- To actively participate in and take the lead on areas of development within best practice and governance activities relevant to specialist area.

Responsibility for Financial and Physical Resources

- Advise Team Leader of new equipment / resources required
- To organise and maintain clinical areas and equipment

Responsibility for Staff

- To provide peer support and mentoring for newly appointed SLTs.
- To provide placements for students, liaising with the student clinical placement lead.
- To give clinical supervision to other SLTs and SLTAs.
- To support and advise less experienced SLTs, especially in specialist area.
- To safely delegate the delivery of appropriate therapy activities and treatment programmes to SLTAs ensuring they have the appropriate skills, knowledge and support.

Responsibility for Information

- To collect and supply own work statistics and outcome measures for speech and language therapy service data collection.
- To maintain accurate, up to date clinical records as per CWPT policy.



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Research and Development

- To support & take a lead role in research and audit projects as required.
- To support/participate and on occasions take a lead in in service development projects and to be responsible for highlighting service development needs and opportunities as they arise.

Physical Effort

- Driving/ travelling around various locations in the city several times per day on a daily basis (eg. schools/ nurseries/ family homes)
- Combination of sitting (often on small chairs/floor), standing, walking
- Moderate physical effort required when moving assessment/ resources to different clinical locations, by car or on public transport.

Mental Effort

- Write/ type clinical reports, often with interruptions in a timely manner.
- Be flexible to the demands of the environment eg. school/ clinic/ office
- Concentration on clinical assessments and treatment.

Emotional Effort

- Occasional requirement to receive and process sensitive information from parents/carers/other professionals and inform appropriate Team Lead.
- Occasional work with clients who present with challenging behaviour, complex mental and physical needs.
- Occasionally providing therapy to children in emotionally demanding families.
- Occasionally impart distressing / unwelcome news re diagnosis and therapy.
- Support colleagues with distressing or emotional circumstances.

Working Conditions

- Travelling to several locations during each day taking toys and equipment as required.
- Frequent encounters with unpleasant smells, verbal/physical aggression or body fluids.



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- Working in an open plan office.

OTHER DUTIES

- The post holder will be required to use a computer, either a stand alone or as part of a networked system and will be responsible for the quality of information. The amount of time spent on this type of work will depend on the job.
- The Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.
- The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.
- The Trust has a No Smoking Policy that prohibits any smoking whilst at work.
- To follow and adhere to the Trust's Health and Safety Policies and instructions and be responsible for your own and others health and safety in the work place.
- The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity.

This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Trust's Safeguarding policies and procedures.

Confidentiality

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.



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Data Protection Act

All staff are reminded of their duties and responsibilities as employees under the General Data Protection Regulations (2018) and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

Infection Control

As an employee of Coventry and Warwickshire Partnership Trust you are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the Trust.

Environmental Issues

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and patients. As a member of staff you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability targets.

Post holder's Signature

Date:

Post holder's Name:

Manager's Signature

Date:

Manager's Name:



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Person Specification

JOB TITLE: Senior Speech and Language Therapist

	HOW MEASURED? A (Application form) I (Interview)	WEIGHTING 1 - Low 2 - Medium 3 - High
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CWPT Values	Demonstrable ability to meet the Trust's Values  Respect  Excellence  Integrity  Collaboration  Compassion	A/I	3
QUALIFICATIONS	SLT degree RCSLT registered HCPC registered Post graduate training relevant to client group.	A A A A	3 2 3 3



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KNOWLEDGE & SKILLS	Ability to practice independently within clinical area.	A/I	3
	Proven knowledge and skills relevant to children's SLT.	A/I	2
	Ability to provide clinical advice on an individual case basis.	A/I	3
	Ability to contribute to service planning for client group.	A/I	2
	Excellent written communication skills	A/I	3
	Excellent verbal communication skills	A/I	3
	Excellent organisational skills	A/I	3
EXPERIENCE	SLT clinical experience of working with children with a variety of clinical needs	A/I	3
	Experience in the development and delivery of training.	A/I	3
	Experience of multi-agency / professional working.	A/I	3
	Experience of contributing to service development relating to the client group.	I	2
	Experience of delegating work and supervising others	A/I	2



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PERSONAL ATTRIBUTES (<i>Demonstrable</i>)	Interacts well with others / team working	A/I/R	3
	Works with Initiative	A/I/R	3
	Self Motivation	A/I/R	3
	Reliable	A/I/R	3
	Approachable	A/I/R	3
	Commitment to personal development	A/I/R	3
	Demonstrates flexibility to deal with unpredictable workload	A/I/R	3
OTHER (<i>Please specify</i>)	Ability to travel independently across the city on a regular basis.	A	3
	Willing to undertake DBS check at enhanced level.	A	3
	Computer literate	A/I	2



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