

All staff uphold and promote our Trust vision and values

Our Vision

We put our patients, their families and carers at the centre of our simple vision:



Our Values

Innovative	<i>We seek new ideas and adopt best practice to improve our services</i>
Caring	<i>We show kindness and consideration for others</i>
Agile	<i>We deal with new situations quickly</i>

JOB DESCRIPTION

Job title: Specialist Speech and Language Therapist

Band: 6

Location / Work Base: Local Community Clinic

Business Unit / Department: Children and Young People's Business Unit

Reporting to: Team Leader

JOB PURPOSE SUMMARY:

- To provide assessment, diagnosis and specialist, evidence-based intervention to children referred for speech and language therapy, including providing information to parents, carers, teaching staff and other professionals
- To manage own caseload of children across a variety of settings including mainstream and specialist provisions
- To work within a multidisciplinary framework to provide a co-ordinated approach to children's speech, language and communication needs
- To advise and provide clinical support to other therapists
- To seek advice and supervision where appropriate
- To supervise and allocate work to Therapy Assistant Practitioners, SLT students and less experienced therapists
- To jointly supervise and monitor the implementation of specialist treatment programmes delivered by Therapy Assistant Practitioners and students and allocate

tasks appropriately to them while retaining overall responsibility for the caseload, and for work undertaken by clinical support staff

- Delivers training sessions for student SLTs, work experience students, volunteers, Therapy Assistant Practitioners, teaching staff, other professionals, less experienced SLTs and parents and carers with the knowledge of senior SLT staff
- Contributes to the supervision and support of less experienced SLTs

MAIN DUTIES and RESPONSIBILITIES:

- To work closely with clients, carers, families and education staff agreeing decision making relevant to the child's management
- To participate in the development of a way of working that promotes and encourages parental involvement
- Work in partnership with other agencies in order to meet local and national objectives as agreed with commissioners.
- Form and maintain strong communication links with Family Centres, Early Years settings and schools within area of responsibility, working in partnership with other stakeholders

Operational

- To liaise with other professionals working with the same client groups and/or working from the same base clinics.
- Networks with SLTs/OTs/PTs with similar specific responsibilities within the service and with colleagues in other services.
- Responsible for liaison with other professionals involved with pre-school and school aged children and for contributing specialist knowledge as part of the Education, Health and Care Plan process where necessary.
- Provides specialist advice and training about specific clients to other education and health service professionals, parents and carers whilst observing data protection guidelines.
- Provides information and advice about access to speech and language therapy to other professionals, parents and teachers
- Contributes specialist information to joint planning of IEP targets for children on own caseload
- May participate in multidisciplinary meetings including child protection case conferences
- Provides and receives complex, sensitive information whilst working with parents and carers to agree future management
- Line manages SLTs and SLT Assistants
- Responsibility for the organisation of individual student observations and treatment placements for SLT and other students
- Participates in peer reflection and evaluation
- Participate in the recruitment, selection and interview process.

Patient / Customer Care

- Must consistently demonstrate highly developed interpersonal skills and empathy
- Develops, implements and evaluates resources within area of specific responsibility
- Uses specialist knowledge to assess, analyse, interpret and compare complex information and make decisions on appropriate course of action.
- Demonstrates skills in dealing with complex issues to generate appropriate strategies for caseload management
- Able to adapt own clinical practice according to the needs of individual clients using the assessments and resources available
- Will provide consistently high levels of service to client groups requiring a wide range of specialist therapeutic techniques
- Provides specialist advice which contributes to the education of clients and carers
- Develops specialised programmes and care packages for a variety of client groups
- Manages own delegated caseload independently requiring a wide breadth of specialist knowledge across a wide range of techniques and maintains own case notes according to RCSLT and departmental standards
- Manages own time and complex caseload with ability to prioritise tasks
- Works independently as sole therapist on site
- May undertake group work alone or with other SLT staff, students or school staff
- Accurately transcribes, annotates and analyses all aspects of client's communication using a variety of speech and language assessments, including phonetic transcriptions and linguistic analyses in order to devise appropriate care plans
- Works together with local multi professional/multi agency teams in promoting health, well being and development of children
- Able to adapt own clinical practice according to the needs of children
- Follow HCT and Hertfordshire Child Protection Procedures, including the provision of assessments, reports and attendance at case conferences
- Maintains and updates knowledge of current evidence based practice to inform clinical decisions
- Accurately maintains own clinical records according to RCSLT, HCPC, service and HCT standards.

Strategic Management

- Participates in discussions on policy and propose changes to working practice
- Implements service policies and procedures on a daily basis in own work area
- Positively participates in and promotes Clinical Governance, thus ensuring the highest quality of practice is maintained, within the service
- Assess, report and manage any risk, clinical and non-clinical in line with Risk Management Policy
- Evaluates outcomes from specialist interventions and identifies the impact of this on service delivery

- Demonstrates awareness of demand and capacity within the team and participates in solution focused discussions in close collaboration with the team lead.

Service Development and Improvement

- Uses research and outcome measures to evaluate effectiveness of interventions
- Evaluates own performance by reflection and the use of outcome measures and can reflect on use of best practice
- To contribute to and participate in the development of audit, evidence based practice, clinical governance activity and research where appropriate
- Contributes to others research by collecting and contributing data as requested
- Evaluates recent research to improve own practice
- Demonstrate the use of evidence based practice and participation in clinical audit

Management and Leadership

- Uses specialist knowledge to contribute to discussion on service planning and policy as a member of clinical/service team
- Implements policies for own work area and proposes changes to working practices for own care group, setting and caseload
- Plans timetables and activities for less experienced staff, reallocating tasks according to needs of team at request of line manager
- May plan and implement training sessions for SLT staff and/or teaching staff at the request of Line Manager

Communication and Relationship Building

- To liaise with other professionals working with the same client group in a range of settings and contribute specialist knowledge
- To contribute clinical evidence to facilitate the development of service guidelines
- To raise awareness of communication and speech and language difficulties
- To provide information and advice about access to speech and language therapy to parents and other professionals
- To provide information about specific clients to other health service professionals and professionals in other agencies, with parental consent and in accordance with data protection regulations
- Communicate difficult or sometimes distressing information effectively on some occasions, to clients, families and team members.

Information Management

- To collect data required for external contract monitoring and transmit this regularly to the Line Manager
- Maintains accurate casenotes in accordance with departmental policies

- Maintain confidentiality and manage information sensitively within Information Governance Framework
- Collects data required for a range of purposes on a regular basis and provides this within the identified time frame
- Collects additional data as requested to evaluate the interventions delivered
- Participates in the evaluation of data against agreed targets and outcome
- Maintains accurate and timely clinical records in accordance with HCT and departmental policies.
- Support the implementation of mobile working technology and processes within the team, identifying non-compliance and instigate support/performance management as required.
- Takes responsibility for own contribution to multi agency reports where appropriate
- Responsible and accountable for provision of travel claims
- Informs appropriate management of own sick/annual/special leave and follows all departmental policies
- Produces presentations using relevant computer software and additional resources when required

Finance and Resource Management

- Is responsible and accountable for own area of equipment to meet the needs of specialist caseload and requests new equipment as appropriate
- Responsible for maintenance of precise standardised test equipment

General

- Specialist knowledge acquired by degree level underpinned by theories and practical experience
- Active participant of relevant Clinical Excellence Networks (CENs)
- Regularly provides training in own discipline to other professionals
- Attend regularly and participate actively in Clinical Supervision in line with HCT Policy
- Participates in appraisal process
- Take responsibility for own continuous professional development, maintaining a sound level of professional knowledge and competence in line with agreed Personal Development Plan
- Ensure attendance at all required (mandatory) training
- Maintain current HCPC and RCSLT registration in line with HCT Policy
- Continues own postgraduate professional development through personal study, reading and CEN attendance
- Evaluates own performance by reflection and the use of outcome measures to maintain clinical effectiveness and identify areas for development
- Works at all times within an equal opportunities and equal access framework that promotes anti-racism, equal opportunities and the development of ethically and culturally appropriate services within the local community

- Accurately transcribes, annotates and analyses all aspects of clients communication using a variety of speech and language assessments, including phonetic transcriptions and linguistic analyses in order to devise appropriate care plans.
- To continue own professional development through personal study and reading.
- To attend clinical training as directed by Line Manager and provide feedback to colleagues following specialist short courses, including how to use techniques with their caseloads.
- Manages own time and priorities autonomously.

PHYSICAL SKILLS, EFFORT and WORKING CONDITIONS:

Physical skills	<ul style="list-style-type: none"> • Manual dexterity skills for arranging standardised test materials appropriately to meet needs of individual clients. • Highly developed auditory and perceptual skills for specialist assessment, differential diagnosis and treatment of clients • Works in more than one location involving driving between locations • Advanced keyboard and computer skills for presentations
Physical effort	<ul style="list-style-type: none"> • Ability to move equipment from one location to another • Ability to access a wide range of premises • Ability to work in a child friendly environment e.g. small tables and chairs and sitting on the floor whilst working with a child • Occasional manoeuvring of clients may be necessary • Required to sit at a computer in order to input data on to systems which would require accurate keyboard skills. • Required to drive and hold a current driving licence and have access to a vehicle for work and to be able to travel efficiently to all areas covered by HCT. Provide evidence that the vehicle is insured for business use
Mental effort	<ul style="list-style-type: none"> • Ability to maintain intense concentration over extended periods of time in all aspects of client management. • Ability to act swiftly to react to the needs and actions of all age ranges e.g. challenging behaviours

	<ul style="list-style-type: none"> To be able to switch between different techniques and models of service delivery within a short time frame
Emotional effort	<ul style="list-style-type: none"> Frequently copes sensitively with distressed parents, carers and clients whilst maintaining a professional impartiality Regularly copes with the emotional consequences of working with distressing client conditions May be required to contribute specialist knowledge as part of legal proceedings such as child protection and educational tribunals Engages and communicates effectively with hard to reach families, overcoming barriers to understanding
Working conditions	<ul style="list-style-type: none"> Adopts a flexible approach to conditions associated with school working, for example working in small, enclosed spaces or highly distracting environments Frequent exposure to bodily fluids such as saliva, mucus etc. Requires Hepatitis B due to risk of biting or scratching Risk of challenging behaviour/ physical aggression

Supplementary Information:

Diversity and Inclusion

The Trust believes that fairness for people is fundamental to providing good care. We want to ensure that those who work with us and for us, share this core value.

We are committed to equality, diversity and inclusion for all job applicants, staff, patients and the wider community. We are continuing to develop the strength of our inclusive approach and creating a workforce which represents the diverse communities we serve is an important part of this.

Across the Herts and West Essex Integrated Care Boards (HWE ICB), we have agreed to:

- Work together to learn, celebrate and embrace diversity, end unfairness, discrimination and racism, and embed these changes into our everyday work
- Strive towards being an exemplar group of organisations for equality, diversity, inclusion, fairness and belonging

- Commit to value all people and promote a culture of zero tolerance to all kinds of harassment, bullying, discrimination and racism in the workplace
- Pro-actively champion national and local policies and initiatives to address health and workforce inequalities
- Work in partnership with other professional and health and care organisations to embed these principles Work in partnership with other professional, health and social care organisations, trade union and voluntary sector organisations to embed these principles

You are required to demonstrate behaviours at all times which support our commitment to equality, diversity and inclusion, so that our workplaces are free from harassment and/or unlawful discrimination and where diversity is actively valued and celebrated. You are expected to be supportive of these principles and to demonstrate this in everything you do at work, regardless of your role.

Mobility / Flexibility

The normal place of work for the post is as stated above, but as a term of employment post holders may be required to work from any of the Trust's establishments.

Health and Safety at Work

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

Infection Control

Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practice and infection control policies.

Data Protection and Confidentiality

Employees must maintain confidentiality when dealing with sensitive material and information and be aware of the Caldicott principles, the General Data Protection Regulations (GDPR) and the Human Rights Act. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and individual may be prosecuted. Disciplinary action will be taken for any breach.

No Smoking Policy

The Trust operates a smoke free policy which means that smoking is not allowed anywhere on Trust sites including buildings, car parks and entrances.

Safeguarding

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties

relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines, all of which can be found on the Trust's intranet.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other duties and responsibilities commensurate with the grade. Any changes to this job description to take account of changing service needs will be made in discussion with the post holder.