

Job Summary – Children’s Speech and Language Therapy Milton Keynes

Communication and Dysphagia Role

To work closely with parents, families and others to develop their skills and knowledge to support their child’s communication, eating and drinking skills. This includes:

Assessment of the child’s needs and skills

Assessment of the needs of the parents/carers and their aspirations for their child

Planning and carrying out interventions with and for children and parents in settings as appropriate and on the Children’s ward at Milton Keynes University Hospital

Working with parents and a range of other practitioners to support the development of responsive and supportive eating and drinking environments, identification of need and appropriate support

Developing and maintaining effective working relationships with parents / carers and other stakeholders, using negotiation, communication and interpersonal skills

Alongside the team, participating in maintaining and developing excellence in clinical practice within relevant areas of the service.

Key responsibilities by domain of practice (RCSLT Professional Development Framework)

Professional practice

To deliver culturally responsive, functional assessment of communication and eating and drinking needs.

To work collaboratively with children, families and others to discuss assessment findings, and develop and support the achievement of functional goals.

To work collaboratively with other professionals – for example, Consultants, Nursing staff, health visitor colleagues.

To share information with others, observing data protection guidelines.

To gather activity data accurately and regularly, ensuring the provision of such information promptly within local Trust guidelines, to enable ongoing evaluation of the service.

To learn to recognise professional boundaries, through regular supervision.

To recognise when seek advice/support to maintain good working relationships.

To maintain up to date and accurate case notes in line with Royal College of Speech and Language Therapists professional standards and local trust policies.

To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned

to clients.

To work within defined departmental and national protocols/policies and professional code of conduct.

Facilitation of learning

To participate in the appraisal process.

To attend relevant training.

To keep up to date with new developments within the profession.

To develop ability to reflect on practice and identify strengths and needs

Leadership and management

To work with Associate Practitioners and volunteers as directed.

To monitor stock levels in own service area and request new equipment as appropriate.

Evidence, research and innovation

To attend and contribute to relevant Speech and Language Therapy Team meetings and participate in team projects.

To participate in departmental research and clinical governance projects collecting and providing research data as required.

To attend and participate in departmental study/development days.

To develop a working knowledge of Clinical Governance and its application to professional practice.

ADDITIONAL RESPONSIBILITIES

CONFIDENTIALITY

All information concerning patients/clients and staff must be treated as strictly confidential at all times.

PROMOTING EQUALITY & VALUING DIVERSITY

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race,

religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Valuing Diversity in the Workplace Policy and it is for each employee to contribute to its success. As a member of staff of CNWL Provider Services you have a personal responsibility to ensure and to support equality and value diversity. This means that you ensure that you do not discriminate, harass or bully or contribute to discrimination, harassment or bullying of a colleague, visitors or service users or condone discrimination, harassment or bullying by others. In addition, if you are a team leader, manager or director, you have a personal responsibility to promote and develop a culture that promotes equality and values diversity.

HEALTH & SAFETY

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, clients and visitors.

NO SMOKING POLICY

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

DATA PROTECTION

If you have contact with computerised data systems you are required to obtain process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specific registered purpose, and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

ACCESS TO HEALTH RECORDS

All staff who contribute to clients' health records are expected to be familiar with, and adhere to, the Trust's Standards of Records Keeping Policy. Staff should be aware that clients' records throughout the Trust will be subject to regular audit.

All staff who have access to clients' records have a responsibility to ensure that these are

maintained efficiently and that confidentiality is protected in line with the Trust's Confidentiality of Health Records Policy.

All staff have an obligation to ensure that health records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both client / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to clients in line with the Access to Health Records Act 1998.

WASTE DISPOSAL

All staff must ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

IMPROVING WORKING LIVES (IWL)

IWL is NHS-wide initiatives aimed at ensuring staff have good work/life balance, training, and support from their employer. The Trust is committed to maintaining a high standard of practice within IWL and, as such, staff have access to a wide range of flexible working options, childcare support, and many training and development opportunities.

PROFESSIONAL REGISTRATION

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. HCPC for therapists), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment

of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you

are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

RISK MANAGEMENT

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receive appropriate training, that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Governance Committee or Risk and Assurance Committee if resolution has not been satisfactorily achieved.

REVIEW OF THIS JOB DESCRIPTION

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on an annual basis.

