

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: Highly Specialist Speech And Language Therapist
Name of Applicant:_____

WEIGHTING




Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important


SHORTLISTING CRITERIA – using Application Form and accompanying information

Each candidate will be scored against the person specification as follows:

- 3 points = fully meets or exceeds the criteria
- 2 points = significantly meets criteria, although falls short on minor aspects
- 1 point = partially meets criteria, but falls short on key aspects
- 0 point = does not meet criteria

The Weight should be inputted when adding a vacancy into Trac under the short-listing tab. This will then allow you to score each candidate when completing your online short-listing.

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
Values:-  Collaborate  Aspire  Respect	Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships	3	All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios
	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
	Treats all with compassion and kindness. Ensures everyone feels valued.	3	

	<p>Consults others and listens to their views/opinions. Enables others to take the initiative</p>	<p>3</p>	
<p>EDUCATION, QUALIFICATIONS & TRAINING</p>	<p>Recognised Speech & Language Therapy Degree Qualification or equivalent</p>	<p>3</p>	<p>Application/Check certificate at interview</p>
	<p>•Health Professions Council License to Practice</p>	<p>3</p>	<p>Application</p>
	<p>•Registered Member of Royal College of Speech & Language Therapists</p>	<p>2</p>	<p>Application</p>
	<p>Evidence of successful completion of specialist short courses in Signing.</p>	<p>3</p>	<p>Application/Certificates MAKATON level CAPD (BSL)</p>
	<p>Evidence of successful completion of specialist short course in AAC</p>	<p>2</p>	<p>Application/Certificates</p>
	<p>Evidence of membership and participation of AAC/ DYSPHAGIA CEN</p>	<p>3</p>	
	<p>Evidence in understanding of motor disorders in speech.</p>	<p>1</p>	<p>Application/Interview NDP completion/PROMPT</p>
	<p>Evidence of successful postgraduate training in Dysphagia</p>	<p>2</p>	<p>Application/Interview Winstock/Quest Training</p>

	Evidence training in intensive interaction	1	Interview
EXPERIENCE e.g. Breadth of occupational experience	Hold a competencies log for working with a complex needs paediatric caseload.	3	Application
	Evidence of experience in clinical areas of low/mid/ high tech AAC at a functional level	3	Application / Interview
	Working knowledge of the mainstream education system Reception to year 13	3	Application
	Demonstrates well established knowledge of national policies and procedures relevant to client group including safeguarding	2	Interview
	To be able to use IT for clinical and therapeutic aspect of the post.	3	Application/Interview
	To have worked in a multidisciplinary manner	3	Application/Interview

OUTSTANDING CARE

HEALTHY COMMUNITIES

AND A GREAT PLACE TO WORK

CATEGORY	CRITERIA	Weight (a)	HOW ASSESSED
SKILLS, ABILITIES & KNOWLEDGE	•Demonstrates knowledge of the principles of clinical governance/audit	3	Interview
	•Demonstrates a high standard of record keeping	3	Interview
	•Has good auditory and perceptual skills, including ability to transcribe speech phonetically at a narrow level	3	Interview
	•Demonstrates well established knowledge of specialist functional SLT assessment tools relevant to the client group – 3-18	3	Interview
	Awareness of eating difficulties and who to refer on to	2	Interview
	•Able to manage emotional consequences of working with patients with a range of communication disorders, physical and learning difficulties.	1	Interview
SPECIAL CIRCUMSTANCES	Ability to work county wide	3	Application/Interview

	Hold a valid driving licence	3	Application