



Job description and specification



Specialist Speech and Language Therapist Band 6



JOB DESCRIPTION

JOB TITLE: Specialist Speech and Language Therapist

BAND: 6

RESPONSIBLE TO: Clinical Lead Speech and Language Therapist

KEY RELATIONSHIPS:

Internal	External
Own Team Line Manager	Clients Families Carers Multidisciplinary Teams Education staff Voluntary Agencies GP's

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will work as an independent member of the Speech and Language team working in various settings. The post holder will also independently manage a caseload of clients with mild/moderate/complex communication needs.



Key Responsibilities:

- Independently manage and differential diagnose a caseload of school aged and where needed pre-school clients with a range of speech, language and communication needs. This may include clients with an Education, Health and Care plan.
- Devise and deliver appropriate specialist intervention/care plans/enhanced models of SLT for clients with communication needs and provide suitable and timely support.
- Work as part of the integrated multi disciplinary team ensuring the delivery of joined up care plans.
- Contribute to multidisciplinary support for clients with a range of speech, language and communication difficulties.
- Provide feedback, advice and training to parents/family members, carers and members of the multidisciplinary team regarding communication needs and strategies to facilitate development.
- Develop and deliver training and support packages.

Leadership

- Allocate duties and supervise therapy assistants and volunteers.
- Support the induction of new team members.
- Provide mentoring, advice and support to assistants and volunteers.
- Offer Speech Language Therapy student placements and explain the role of Speech and Language Therapists to visitors, students and volunteers.
- Contribute to the provision of clinical care pathways and packages of intervention and provide input into service redesign projects.
- Support Clinical Governance/audit projects within the local service.
- Participate in departmental research and clinical governance/audit projects. Collect and provide research data as required.
- Work within the SLT service guidelines.

Clinical Skills

- Provide a specialist Speech and Language Therapy Service to clients referred with communication difficulties to include assessment, diagnoses and treatment.
- Following assessment, and utilising specialist knowledge and skills, design and develop evidence based treatment and management programmes to be implemented within the multi-disciplinary teams and the clients family.
- Make differential diagnosis on the basis of assessment evidence providing advice when appropriate.
- Monitor auditory, visual and kinaesthetic aspects of communication and adapting and facilitate treatment programmes.
- Develop appropriate assessments and treatment programmes and create appropriate resources for therapeutic intervention.
- Adapt and facilitate treatment programmes and the use of augmentative communication systems/communication aids according to client's perceived needs.



- Maintain sensitivity at all times to the emotional needs of clients/carers when imparting complex/distressing information regarding the nature of the client's difficulties and the impact on individuals and their families.
- Work closely with clients, carers and families, agreeing decision making relevant to the patient/client management.
- Maintain a high level of concentration in all aspects of patient care.
- Responsible for establishing innovative practices in speech and language development through clinical leadership whilst ensuring optimum use of human and material resources.
- Develop and maintain the skills and knowledge required of a specialist Speech and Language Therapist working with clients with a range of speech language and communication needs.
- Provide clinical advice to staff in other services and the voluntary sector and offer second opinions to less experienced staff members.
- Maintain up to date and accurate clinical records
- in line with professional and Trust standards.
- Share information with others as required, observing data protection guidelines.
- Create appropriate resources for therapeutic intervention.
- Manage and prioritise own workload.
- Have a working knowledge of the principles of Clinical Governance and their application to professional practice.

Computer/Administration

- Monitor stock levels in own service.
- Request new equipment as appropriate.
- Responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained.

Communication

- Maintain excellent lines of communication with a range of other professionals involved in the clients care.
- Communicate complex condition related information from assessment to clients, carers, families and members of the multi-disciplinary team.
- Contribute to both uni-disciplinary and multi-disciplinary teams by discussing own and others' input around client needs ensuring a well co-ordinated care plan/service provision.
- Work closely, and demonstrate empathy, with clients, carers and their families to agree decision making relevant to care management particularly where barriers to understanding exist.
- Employ excellent written and verbal communication skills.
- Demonstrate skills in motivating clients and/or carers to engage in the therapeutic process.
- Develop negotiation skills in the management of conflict across a range of situations.
- Deal with initial complaints sensitively, avoiding escalation where possible.
- Form productive relationships with others who may be under stress and/or have challenging communication difficulties.



Training

- Demonstrate professional knowledge as evidenced by 1st degree level or qualification or equivalent.
- Demonstrate the ability to reflect on practice with peers/clinical supervisor.
- Maintain up to date HCPC registration.
- Attend relevant training and development courses, meetings and special interest groups required of a therapist in order to develop and maintain specialist skills and knowledge.
- Keep up to date with new techniques and developments for the promotion and maintenance of good practice.
- Work independently accessing clinical supervision and the appraisal process at pre-determined intervals to promote and develop clinical skills, whilst ensuring that the objectives set reflect the Service and Trust plans.
- Maintain an up-to-date portfolio of continuing professional development.
- Participate in the development and delivery of training (formal and informal) to others with support.
- Develop the ability to reflect on and evaluate training provided.
- Demonstrate knowledge of, and adhere to RCSLT Professional and Clinical and National and Local Clinical Guidelines.
- Develop a working knowledge of relevant procedures including safeguarding children and vulnerable adults, and other legal frameworks.



Additional Information

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

Risk Management

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

Safeguarding Children and vulnerable adults

North East London NHS Foundation Trust (NELFT) is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

Standards of Business Conduct & Conflict of Interest

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

Sustainability

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.



Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

Information Security and Confidentiality

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.



Equality and Diversity

North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

Key Performance Indicators (KPI)

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the 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.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.



Person Specification – Adult Services

	Essential	Desirable	Measurement
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Person Specification – Childrens Services

	Essential	Desirable	Measurement
Demonstration of Trust Values			
Putting people first	✓		Application Form Interview Assessment
Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improve	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
Qualifications			
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Assessment
Recognised Speech and Language Therapy Degree Qualification or equivalent	✓		Application Form Interview
HPC Licence to Practice	✓		Application Form Interview
Member of Royal College of Speech and Language Therapy		✓	Application Form Interview
Show active interest in CPD in line with RCSLT guidelines	✓		Application Form Interview
Self-motivated and remain updated with professional practice and new research	✓		Application Form Interview
Experience			
Significant relevant experience at undergraduate/post graduate level	✓		Application Form Interview Assessment
Working collaboratively with parents/carers and other professionals	✓		Application Form Interview Assessment
Experience of working in a multi-agency and/or multi-disciplinary team	✓		Application Form Interview Assessment
Working with clients who have a range of speech, language and communication needs	✓		Application Form Interview Assessment
Planning and delivery of training to other professionals	✓		Application Form Interview
Knowledge			



Awareness of NHS Plan, NSF, clinical governance priorities and changing service needs	✓		Application Form Interview Assessment
Government policy and legislation and how this may affect service delivery	✓		Application Form Interview Assessment
Child development and its application to speech and language therapy	✓		Application Form Interview Assessment
Knowledge of assessment tools, treatment techniques and therapeutic interventions	✓		Application Form Interview Assessment
Awareness of the roles of other professionals	✓		Application Form Interview
Awareness of standards of record keeping	✓		Application Form Interview
Awareness of the principles of clinical governance/audit		✓	Application Form Interview
Understanding of safeguarding	✓		Application Form Interview
Skills			
Basic awareness of IT and IT skills	✓		Application Form Assessment
Demonstrate clear clinical reasoning based on evidence based practice	✓		Application Form Interview Assessment
Able to use own initiative	✓		Application Form Interview
Able to organise and manage own caseload	✓		Application Form Interview Assessment
Allocate duties and supervise therapy assistants	✓		Application Form Interview
Good auditory discrimination skills and ability to transcribe speech phonetically	✓		Application Form Interview Assessment
Formulate care programmes, identify goals by organising and prioritising	✓		Application Form Interview Assessment
Excellent interpersonal skills including observation, listening and empathy	✓		Application Form Interview Assessment
Negotiation, problem solving concentration, analytical and reflection skills	✓		Application Form Interview Assessment
Written and verbal presentation skills	✓		Application Form Interview
Present information in clear and logical manner	✓		Application Form Interview
Ability to be a good team member	✓		Application Form Interview
Other			
Able to travel efficiently throughout the area	✓		Application Form Interview

