

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Specialist Speech and Language Therapist
<b>BAND:</b>	6 (Subject to Agenda for Change)
<b>HOURS:</b>	30 hours per week
<b>LOCATION:</b>	Luton Locality- Preschool Community
<b>REPORTING TO:</b>	Community Team Lead
<b>RESPONSIBLE TO:</b>	Service Manager
<b>ACCOUNTABLE TO:</b>	Service Manager

Cambridgeshire Community Services NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**Job Purpose:** The post holder will provide specialist clinical input and have day-to-day responsibility for coordinating a speech and language therapy service to preschool children, as part of the community clinic team across Luton. As part of this he/she will independently devise strategies for caseload management, and he/she will provide training to enable parents and other professionals to support children's speech, language and communication needs.

### **Main Duties and Responsibilities**

1. To independently identify, assess and diagnose speech, language and communication impairments and select appropriate patients and type of therapy for effective treatment.
2. To make a differential diagnosis based on evidence from assessment, and design appropriate treatment based on analysis of profile of need seeking advice as appropriate.
3. Be responsible for delivering specialist speech and language therapy input to preschool children, covering all types of disorders of communication in a community setting.
4. To provide training to enable parents and other professionals to support children's language and communication needs.
5. Make independent decisions about caseload management, including discharge.
6. To plan, organise and prioritise own workload, clinical and non-clinical.
7. To use clinical skills to generate appropriate strategies for caseload management for complex clinical issues.
8. Gain extensive clinical experience and expertise to improve and further develop specialist skills through training, support and study.
9. To have appropriate knowledge or an awareness of low tech AAC, for example picture exchange and communication boards.
10. To have knowledge of and contribute to the EHCP process within the given timescales, including preparing reports with outcomes and targets for the initial report and for annual reviews as required.
11. To provide second opinions and shadowing opportunities for less experienced colleagues, as required.
12. To seek out second opinions from more experience colleagues as required.
13. To make referrals onto specialist services as required, including Health, Education and / or Social Services.
14. To participate in the development and delivery of training (formal and informal) to others with and without support and reflect on and evaluate training provided.

15. Independently take students on placements for clinical teaching and supervision, including exam placement.
16. Undertake supervision and complete appraisals for SLTs and Support Practitioners.
17. To contribute to the support of newly and recently graduated SLT Staff.
18. To support and take part in the induction and training of new staff to the service.

## **Communication**

1. To work collaboratively and liaise with a wide range of professions across a variety of locations and agencies.
2. To attend and report to case conferences/review meetings etc. for patients on the caseload, agreeing/ negotiating management, including the setting of agreed communication targets.
3. To attend and participate in professional meetings and other relevant meetings.
4. To present and communicate complex condition-related information in such a manner as to motivate and inform patients, carers, families and members of the multi-disciplinary team/other professions, agreeing decision-making relevant to patient management.
5. To communicate effectively with patients with communication problems where difficulties to understanding exist, using observation, listening and empathy.
6. To use good interpersonal skills to listen well and counsel patients and carers, so providing support and empathy without prejudice.
7. To use negotiation skills to manage conflict as needed across a range of situations.
8. To deal with initial complaints sensitively and manage patient concerns appropriately.
9. To convey complex information clearly to patients, carers and other professionals both in verbal and written form.
10. To use clinical skills to generate written reports reflecting specialist knowledge.
11. To establish and maintain positive interpersonal relationships with other staff which are characterised by open communication, trust and respect.
12. Key Relationships:

**Internal:** Speech & Language Therapy colleagues.  
 0-19 Team (Health Visitors and School Nurses)  
 Allied Health Professionals  
 Paediatric medical staff  
 Administrative staff

**External:** Education staff  
 Social Services

13. To attend and contribute as appropriate to Locality Meetings, Clinical Forums and Paediatric service meetings and other professional and / or relevant meetings.

## **Budgetary Responsibility**

1. Does not hold budgetary responsibility but is aware of the need to plan non-pay expenditure.
2. To monitor stock levels in own service area and request new equipment as appropriate.

## **People Management**

1. To work independently accessing appraisal within an Individual Performance Framework at predetermined intervals ensuring that the objectives set reflect the Service and Trust plans,
2. To identify personal/professional development evidenced by Personal Development Plan/ Professional Portfolio.
3. To attend relevant training (courses, meetings, CEN's) and development in order to maintain and develop skills and knowledge required of a therapist working in this field. To keep up to date with new techniques and developments for the promotion and maintenance of good speech & language therapy practice in paediatrics and maintain up to date HCPC and RCSLT registration.
4. To actively participate in reflective clinical supervision with peers / clinical supervisor in order to develop and enhance practice.

## **Research & Development Activity**

1. To undertake Clinical Governance /audit projects within local service and Language Provision.
2. To participate in departmental research and clinical governance/audit projects.
3. To collect and provide research data as required.
4. To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures.

### **Clinical and Practice Governance**

1. Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act.
2. To manage and prioritise a defined caseload and work with an appropriate degree of autonomy and independence.
3. Any data that is taken/shared as part of a phone call or transported or transferred electronically must be undertaken with regard to the Trust Information Governance and Information Security policies.
4. To share information with others, observing data protection guidelines.
5. The post holder must adhere to the Trust risk assessment and risk management processes.
6. The post holder must adhere to infection control policies and procedures.
7. It is a condition of your employment that you are currently registered with HCPC and RCSLT and it is your responsibility to maintain your professional registration.
8. Undertake mandatory training and any other training relevant to the role as required by Cambridgeshire Community Services NHS Trust.
9. The post holder must participate in clinical and other audits as required.
10. Participate in clinical supervision on a regular basis.
11. The post holder is required to participate in relevant emergency preparedness process for their team.
12. To be flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions.
13. To be aware of, adhere to and implement service and team plans and policies, including:
  - Ensuring understanding and adherence to Trust health and safety requirements, including attendance on mandatory training courses. To have regard to moving and handling regulations, restraining policies and the safe positioning of self and others.
  - Working within infection control and health and safety guidelines and being responsible for the security, care and maintenance of equipment, including equipment loaned to clients.
  - Participation in the Trust incident reporting and risk management procedures.
14. To comment on proposed service/policy developments as appropriate.
15. To demonstrate knowledge of, and adhere to RCSLT Professional and Clinical and National and Local Clinical Guidelines.
16. To develop a working knowledge of relevant procedures/statutory requirements including: Safeguarding Children, SEN procedures, and other legal frameworks.
17. To participate in the implementation of service/Trust Clinical Governance Plan.

### **General**

#### **Safeguarding people responsibility**

- Safeguarding children and adults at risk of abuse or neglect is a collective responsibility.
- There is an expectation that all staff develop and maintain their role relevant safeguarding people competencies and comply with local safeguarding partnerships practice. Alongside this employee who are registrants are reminded of their professional duty of care.
- Safeguarding means protecting a citizen's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect. It is an integral part of providing high-quality health care.
- Those most in need of protection include:

- Children and young people
- Adults at risk, such as those receiving care in their own home, people with physical, sensory and mental impairments, and those with learning disabilities.

The post holder must at all times carry out their duties with regard to Cambridgeshire Community Services NHS Trust Workforce Diversity and Inclusion Policy.

To be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors, and staff.

All post holders must adhere to the code of conduct on confidentiality and be aware of and adhere to all Trust policies and procedures.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the Trust.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for Disclosure of Barring Service to be made to check for any previous criminal convictions. Cambridgeshire Community Services NHS Trust is committed to the fair treatment of its staff, potential staff, or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders.

### **Sustainability**

It is the responsibility of all staff to minimise the Trust's environmental impact wherever possible. This will include recycling, switching off lights, computers, monitors, and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

**Date: April 2024**

## PERSON SPECIFICATION

<b>Job Title: Specialist Speech and Language Therapist</b>	<b>Band: 6</b>
<b>Directorate: Children's Services</b>	<b>Date: April 2024</b>

\* Assessed method    A=Application I=Interview T=Test R=References

<b>Essential Criteria</b>	<b>*</b>	<b>Desirable Criteria</b>	<b>*</b>
<b><u>Qualifications and Training</u></b>			
Recognised S&LT Degree or equivalent	<b>A</b>	Membership of relevant Special Interest Groups	<b>A</b>
Health Professions Council Licence to Practice	<b>A</b>	Attendance at relevant courses, e.g. language and / or speech disorders	<b>A</b>
Registered member of Royal College of Speech and Language Therapists	<b>A</b>		
Evidence of successful completion of specialist short courses	<b>A</b>		
<b><u>Experience</u></b>			
Demonstrates a well-established knowledge of a range of clinical disorders, assessments and appropriate therapeutic interventions in specialist field; including management of children with social communication difficulties	<b>A/I</b>	<ul style="list-style-type: none"> <li>Experience of carrying out supervision and appraisals.</li> </ul>	<b>A/I</b>
Relevant experience as qualified SLT in specialist field	<b>A</b>		
Evidence of high level of specialist knowledge/skills as a result of experience/CPD	<b>A/I</b>		
Evidence of working in a multi-disciplinary team	<b>A/I</b>		
Experience of working both individually and in groups	<b>A</b>		
	<b>A</b>		

Established auditory discrimination skills and ability to transcribe speech phonetically	A/I		
Demonstrates a well-established knowledge of communication development, identifying difficulties, treatment and promotion, of communication skills within the specialist field	A/I		
Demonstrates a sound knowledge of statutory legislation, national policies and procedures which affect service delivery and clinical practice	A/I		
Demonstrates a sound understanding of the principles of clinical governance	A/I		
Experience in audit and research	A/I		
Negotiation and problem solving skills	A/I		
Knowledge and understanding of ASD	I		
Good oral communication skills based on fluency on the English language			
<b><u>Skills</u></b>			
<b><u>Communication</u></b>			
Excellent interpersonal skills with patients with communication problems where difficulties to understanding exist, using observation, listening and empathy	A/I		
Able to convey complex information clearly to patients, carers and other professionals both in verbal and written form			
Knowledge of the principles of clinical governance/audit			
<b><u>Analytical</u></b>			
Highly developed negotiation and problem solving skills	A/I		
Demonstrates excellent analytical and reflection			
<b><u>Diversity</u></b>			
Inclusive approach, promoting involvement and engagement	A/I		
<b><u>Physical skills</u></b>	A		
Good IT skills			
Able to travel throughout Bedfordshire			

<p><b><u>Physical effort</u></b> Frequent requirement for sitting on child-size chairs or on the floor in a restricted position</p> <p>To transport speech and language therapy equipment to a variety of locations</p>	A		
<p><b><u>Mental effort</u></b> To maintain intense concentration in all aspects of patient management for prolonged periods. In particular, to monitor auditory, visual and kinaesthetic aspects of patient's communication, adapting and facilitating according to perceived patient needs, including cultural and linguistic differences</p>	A		
<p><b><u>Emotional effort</u></b> To maintain sensitivity at all times to the emotional needs of children and their carers, in particular when imparting potentially distressing information regarding the nature and implications of their difficulties To form productive relationships with others who may be under stress and/or have challenging communication difficulties</p>	A		
<p><b><u>General</u></b> Able to recognise potential breakdown and conflict when it occurs and to seek advice and support as necessary to resolve it</p> <p>Able to plan, organise and prioritise own workload, clinical and non-clinical Able to work within Trust Moving and Handling guidelines e.g. to move patients</p> <p>Able to work independently and as part of a team</p> <p>Demonstrates a positive approach to problem solving</p> <p>Demonstrates ability to be a good team member, understanding the roles of others and assume leadership responsibilities</p>	A		
<p><b><u>Safeguarding and promoting the welfare of children and young people/vulnerable adults</u></b> Ability to safeguard and promote the welfare of <i>children and young people/vulnerable adults</i></p>	I		

Demonstrates understanding of safeguarding issues	I		
<b><u>Working within Professional Boundaries</u></b>			
Accepts responsibility and accountability for own work and can define the responsibilities of others	A/I/R		
Recognises the limits of own authority within the role	I/R		
Seeks and uses professional support appropriately	I/R		
Understands the principle of confidentiality	I/R		
Demonstrates professional curiosity	I/R		
<b><u>Emotional Awareness</u></b>			
Aware of the range of emotions in self and others	I		
Demonstrates empathy for the concerns of others	I		
Listens to and understands directly and indirectly expressed feelings	I		
Encourages others to express themselves openly	I		
Manages strong emotions and responds constructively to the source of problems	I		
Shows respect for others' feelings, views and circumstances	I		
In highly stressful situations keeps own feelings in check, takes constructive action and calms others down	I		
Has a range of mechanisms for dealing with stress, can recognise when to use them and does so	I		
Listens to personal comments without becoming defensive	I		
<b><u>Self-awareness</u></b>			
Has a balanced understanding of self and others	I		
	I		



<p>Has a realistic knowledge of personal strengths and areas for development</p> <p>Can demonstrate flexibility of approach</p> <p>Shows a realistic appreciation of the challenges of working with children and young people/vulnerable adults</p>	<p>I</p> <p>I</p>		
<p><b><u>Other</u></b></p> <p>Ability to travel across the County sometimes at short notice</p> <p>Satisfactory Disclosure of Barring Service</p> <p>Flexibility to work in different areas or clinics dependent on needs of the service</p>	<p>I</p> <p>I</p> <p>I</p>		