

Job Description

Job Title:	Highly Specialist Speech and Language Therapist
Responsible to:	KM CAT Lead Speech and Language Therapist
Hours:	37.5 per week
Last updated:	12/06/2023
Base:	The Old Railway School, Ashford
AFC Banding:	Band 7

KM CAT stands for Kent and Medway Communication & Assistive Technology Service

Job Summary

The KM CAT Service is provided as a partnership between NHS England, Kent Community Health Foundation NHS Trust and Kent County Council.

The KM CAT Service provides highly specialised, multidisciplinary advice and solutions involving Augmentative and Alternative Communication (AAC) and Electronic Assistive Technology (EAT) to clients with severe disabilities and complex needs. The disabilities encountered by many of the Service's clients impact significantly on their independence, ability to communicate, to access education and on their general well-being.

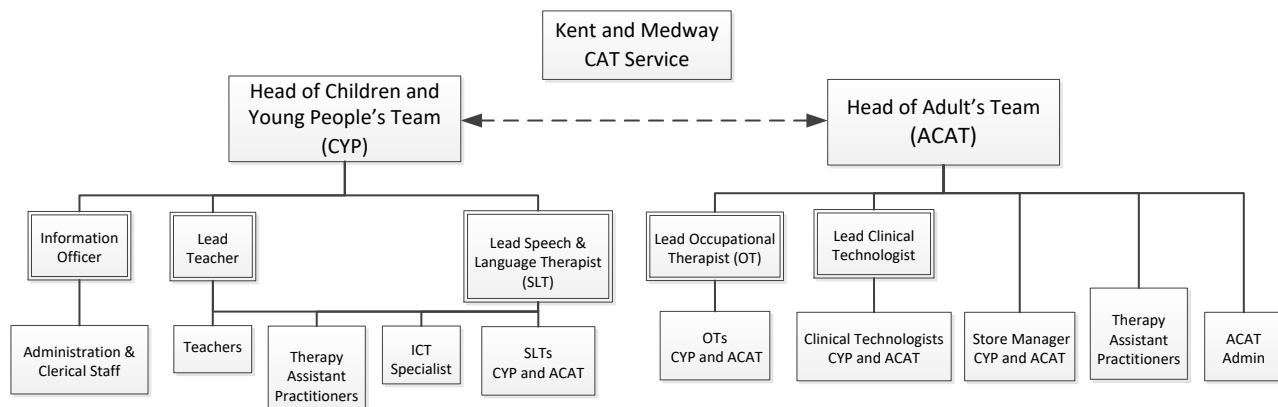
To provide highly specialist Speech & Language Therapy assessment and advice to enable the KM CAT Service to assess and support children and young people with the most complex physical, communication and learning needs.

To be the primary link to a local Paediatric Speech & Language Therapy Service, facilitating the professional development and support of non-specialist therapists within the highly specialist area of Augmentative and Alternative Communication (AAC) and Electronic Assistive Technology (EAT).

To lead the development and delivery of elements of the KM CAT Service's training and support programme. Through this, to equip therapists, teachers and other professionals to address Speech & Language Therapy issues associated with the use of AAC & EAT for clients with less complex needs.

The post holder will undertake regular continual professional development activities.

Organisational Chart



Dimensions

The post holder will work closely with other members of the multi-disciplinary team to deliver a high quality service to children and young people with severe disabilities and complex needs.

To provide line management and supervision of Therapy Assistant Practitioners working in the KM CAT Service.

The KM CAT Service covers the whole of Kent and Medway so the post holder will be expected to travel long distances by car to visit children and young people in their homes and schools.

To manage own caseload, taking into account the demands of the multi-disciplinary team, whilst ensuring a safe and efficient working practice.

To provide a comprehensive assessment of the speech and language therapy needs of children and young people, including the development and review of individualised goal setting.

To provide advice to other community based services as appropriate in collaboration with other members of the multi-disciplinary team. E.g. Education staff and therapy assistants.

To participate in team training, providing teaching to other team members as appropriate to their experience.

To assist in the supervision and training of students on placement within the team.

Key Result Areas

Communication and Working Relationships

To employ excellent communication skills in order:

- To contribute to multi-disciplinary teams by discussing own and others' input around clients' needs ensuring a well co-ordinated care plan.
- To communicate complex and sensitive, condition-related information from assessment to clients, carers, families and other professionals and agencies.
- To demonstrate empathy with clients, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding and acceptance exist (emotional, linguistic, neurological, social, cultural and cognitive).

- To demonstrate skills in motivating clients, professionals and carers to engage with the recommended programme of intervention and to use the equipment provided, for the benefit of the client.
 - To demonstrate negotiation skills in the management of conflict across a range of situations.
 - To deal with initial complaints sensitively, avoiding escalation where possible.
 - To form productive relationships with others who may be under stress and/or have challenging communication difficulties.
 - To be aware of the need to adapt communication depending upon the needs of the communication partner and to use AAC to communicate effectively.
 - To establish robust communication networks with children, carers, team members, speech & language therapy colleagues and staff in Education, Social Services and Voluntary Agencies, in order to gain full understanding of the client's needs and full cooperation in achieving progress for the child or young person.
 - To promote awareness of the role of Speech and Language Therapy within the above networks in order to ensure a seamless and gap-free delivery of service.
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Knowledge, training and experience

To demonstrate highly specialist knowledge in the application of Speech & Language Therapy principles to the use of AAC and EAT, underpinned by current evidence based practice.

To make highly specialist clinical decisions following assessment of complex cases.

To identify personal and professional development evidenced by a Personal Development Plan / Professional Portfolio developed within an appraisal framework, including objectives relating to AAC & EAT.

To attend specialist short courses, advanced training and clinical excellence networks in order to maintain and develop the skills and knowledge required of a highly specialist therapist working in the field of paediatrics and maintain up to date Health Professions Council and Royal College of Speech & Language Therapists registrations.

To participate in the appraisal process ensuring that the objectives set reflect the Service and Trust plans.

To demonstrate knowledge of, and adhere to, RCSLT professional standards & clinical guidelines as well as national and local guidelines for clinical practice.

To develop a working knowledge of relevant education and health procedures around safeguarding children and other legal & strategic frameworks.

To develop a working knowledge of the principles of Clinical Governance and their application to professional practice.

To apply specialist skills and knowledge in order to maintain professional competence and fitness to practise as an Advanced Speech & Language Therapist.

Analytical and Judgement skills:

To work with children and young people with severe and complex disabilities to determine appropriate AAC & EAT solutions and strategies that take account of the client's physical abilities, pathology and prognosis, cognitive ability, expressed desires, environment, emotional issues, carers' abilities, expectations and co-operation, and financial resources.

To reflect on auditory, visual and kinaesthetic aspects of a client's communication to identify appropriate strategies to facilitate and enhance communicative effectiveness.

To structure and evaluate appropriately graded assessment activities that facilitate multidisciplinary task analysis.

To structure, advise on and evaluate highly specialist child centred interventions involving the use of AAC & EAT.

To use specialist knowledge to inform sound clinical judgements / decision making for individual clients.

To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve.

To demonstrate the ability to reflect on practice with peers and mentors and to facilitate this ability in others.

Planning and Organisational skills:

To contribute, as the lead Speech & Language Therapist, to the multidisciplinary planning, prioritisation and assessment of children and young people with severe and complex disabilities.

To co-ordinate all aspects of the multidisciplinary assessment and review for assigned individual referrals. This to include the organisation of facilities, assessment activities and equipment, liaison with carers, commercial contacts and health, education and social care professionals as well as multidisciplinary report writing, provision and customisation of complex equipment, client & carer training, review and evaluation of the whole process.

To structure and provide training for clients, carers and school staff in the use of highly specialised equipment and software provided, post assessment.

To co-ordinate the prioritisation of work assigned to a multidisciplinary team, as required.

To manage and prioritise own workload, and that of junior therapists as required, assistants, students and volunteers.

Physical skills:

To demonstrate highly developed auditory and perceptual skills in the assessment of clients and in the delivery of interventions.

To demonstrate skills in handling clients with disabilities.

To apply good keyboard skills.

To apply standard driving skills.

Responsibility for Patient/Client Care:

To provide highly specialised speech & language therapy advice regarding Augmentative and Alternative Communication (AAC) and Electronic Assistive Technology (EAT) solutions, strategies and training which impact significantly on the clients' independence, ability to communicate, to access education and their general well-being.

To provide and evaluate assistive technology solutions and strategies that take account of the client's physical abilities, pathology and prognosis, cognitive ability, expressed desires, environment, emotional issues, carers' abilities/expectations/co-operation and financial resources.

To demonstrate clinical effectiveness by use of evidence based practice and outcome measures.

To be experienced and highly competent in the use of specialist paediatric speech & language therapy standardised assessment tools and to lead multidisciplinary teams in the interpretation of assessment findings.

To be experienced and highly competent in the specialist assessment of a client's speech, language and communication needs.

To contribute to the multidisciplinary planning, prioritisation and assessment of children and young people with severe and complex disabilities.

To co-ordinate all aspects of the multidisciplinary assessment and review for assigned individual referrals.

To lead multidisciplinary assessments with respect to the client's methods and level of communication. This to include the design and selection of appropriate assessment activities.

To draw on highly specialist knowledge of child development to structure, advise on and evaluate highly specialist child centred interventions involving the use of AAC and assistive technology.

To adapt practice to meet individual clients' circumstances, including due regard for cultural and linguistic differences.

To effectively and sensitively communicate realistic strategies and long term programmes to clients, parents, therapists, teachers and carers of children and young people with disabilities.

To write detailed reports relating to client contacts and to contribute to and co-ordinate multidisciplinary reports.

To provide training for clients and carers in the use of highly specialised equipment and software provided, post assessment.

To co-ordinate the prioritisation of work assigned to a multidisciplinary team, as required.

To undertake Child and Adult Protection training at an appropriate level, to be aware of related issues and to report and manage concerns in line with current policies and procedures.

Responsibilities for policy and service development implementation:

To proactively use highly specialist knowledge to contribute to the continual improvement of the multidisciplinary Service. In particular, to progress the development of evidence based practice and ensure the Service adopts a child and family centred approach.

To take a delegated lead on specific projects, being responsible for the operational planning and implementation of policy within the Service.

To lead the development and delivery of elements of the KM CAT Service's training and support programme. Through this, to equip therapists, teachers and other professionals to address Speech & Language Therapy issues associated with the use of AAC & assistive technology for clients with less complex needs.

To be aware of, adhere to, implement and propose improvements to Service plans, policies and procedures.

Responsibilities for financial and physical resources:

To be responsible for the security, care, maintenance, infection control and safe use, of equipment used for assessment or loaned to clients.

To be responsible for monitoring and maintaining stock, advising on resources required to carry out the job and the responsible management of the Service's resources.

Responsibilities for Human Resources:

To co-ordinate and regularly provide specialist training to clients and carers in the use of Augmentative and Alternative Communication (AAC) and Electronic Assistive Technology (EAT).

To co-ordinate and regularly provide specialist training to professionals, particularly to Speech & Language Therapists with limited experience of AAC and EAT, and also to multidisciplinary audiences.

To clinically supervise other Speech & Language Therapists, assistants, students and volunteers.

To identify training needs both within the Service and for other services.

To contribute to the induction and training of new members of staff within the Service and within the organisations it serves.

Responsibilities for Information Resources:

To ensure that accurate, up to date written and electronic records are maintained in line with professional standards, Service procedures and Trust policies.

To regularly write detailed reports relating to client contacts with particular attention to clarity, structure, presentation and target audience. To do this using advanced features of MS Office software to facilitate excellent presentation and the efficient drafting of reports involving other contributors.

To share information with others, observing data protection guidelines and the requirements of applicable information sharing protocols.

To gather and update activity data accurately and regularly, ensuring the provision of such information promptly to meet Service and Trust requirements.

Responsibilities for Research and Development:

To broaden research and development skills through participation in the Service's research & development and audit programmes.

To initiate and lead on research / Clinical Governance / audit projects within area of expertise.

To undertake research and development in the form of comparative assessment and evaluation of assistive technology (including highly specialised computer based communication and recording technology, devices and software).

To keep up to date with developments, reviewing and evaluating current research and adapting practice, as appropriate.

Freedom to Act:

To work independently to provide the speech & language therapy lead to multidisciplinary teams in the management and prioritisation of complex and highly specialist caseloads.

To be a Lead Advanced Speech & Language Therapist for AAC and EAT within the local Paediatric Therapy Services.

To interpret and implement national and local policy, guidelines and legislation relevant to the Service, developing local guidelines, procedures and standards as necessary.

To monitor, evaluate and provide progress reports on own contribution to highly specialist multidisciplinary service delivery.

To be accountable for own professional action and recognise the boundaries of own professional competence, seeking advice as appropriate.

To work within defined Service and national procedures, policies and professional codes of conduct.

Physical Effort

The therapist is required to adopt a variety of positions including kneeling, crouching, bending and stretching during client assessment.

There is also a frequent requirement for moderate physical effort associated with the manual handling of assistive technology assessment equipment.

A significant proportion of the work will be office based and will involve computer work.

The post holder will need to use road transport to attend meetings at a variety of locations across Kent and Medway.

Mental Effort

There is a frequent requirement to concentrate for prolonged periods, as required in client assessment, report writing and the planning and delivery of training.

It will be necessary to apply intense concentration for patient assessment and review.

Emotional Effort

The post holder will be routinely working with profoundly disabled clients, their relatives, carers and therapists. These clients often have complex needs that must be assessed and addressed as part of a multidisciplinary team. This will also require the ability to work and make decisions in what may be distressing or emotional circumstances.

Working Conditions

The post holder will need to work within infection control and health and safety guidelines in order to regularly deal appropriately with unpleasant conditions associated with client contact eg: exposure to body fluids and secretions and contaminated equipment.

The post holder will need to be able to travel long distances by car, on a regular basis.

On Call

This post does not require participation in an on call rota.

Corporate Accountabilities

Standards of Business conduct

The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers.

All Trust staff may be involved directly or indirectly with people who are receiving a health service. Therefore, the Trust is exempt from the Rehabilitation of Offenders Act (1974) and this post will be subject to an enhanced disclosure from the Disclosure and Barring Service.

The post holder is expected to adhere to any professional guidelines or codes of conduct from the Royal College of Speech and Language Therapists.

Risk Management

The post-holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk.

Governance Standards

Comply with the relevant governance standards applicable to the Trust as communicated to the post-holder from time to time.

Data Protection

To comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of patient information.

Confidentiality

The Trust's employees are required to ensure that information about patients is safeguarded to maintain confidentiality and is kept securely in accordance with NHS requirements of 1999. (The Caldicott Committee's Report on the review of patient-identifiable information 1997, & HSC/1999/012). This means that patient information can only be passed to someone else if it contributes to the provision of care or the effective management of health care services within the Trust.

Child/Adult Safeguarding

All staff must be familiar with and adhere to Trust child/adult safeguarding procedures and guidelines, in conjunction with Kent Safeguarding Children/Vulnerable Adults Board procedures and supporting policies/guidelines. All staff are required to attend child/adult safeguarding basic awareness training and additional training regarding child /adult safeguarding, commensurate to their position and role.

Records Management

To maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration.

Freedom of Information

To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures.

Security

To comply with Trust policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.

Infection Control

The post holder will ensure compliance with the Trust's Infection Prevention and Control policies and procedures and the Health Act 2006, ensuring that the risk of healthcare associated infection to service users and staff is minimised.

Whistleblowing

The post holder has responsibility for patient and staff welfare and should raise any concerns relating to a breach of NHS policies and procedures with their manager or refer to the Whistleblowing Policy for alternative options.

Environmental Impact

The post holder will ensure compliance with the Trust's environmental management policies and procedures. These describe the Trust's commitment to climate change and carbon management, the recognition that our aim is to protect the environment and the use of natural resources that all staff have a responsibility towards.

Performance review

This Job Description will be used as a basis for individual performance review between the post holder and the manager.

The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April, and may develop to meet the changing needs of the service. The post holder will need to take due account, in the way they achieve the key result areas, of Trust policies and procedures.

Equality and Diversity

The Trust aims to maintain the goodwill and confidence of its own staff, service and users and the general public. To assist in achieving the objective it is essential that at all times employees carry out their duties in a courteous and sympathetic manner. The post holder will carry out their duties in accordance with the Trust's Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

Job description agreement

Job holder's name	
Job holder's signature:	
Date:	
Line managers name and title	
Line managers signature	
Date	

Person Specification
Speech and Language Therapist Band 7 with KM CAT

	Essential	Desirable
Qualifications & Professional Requirements	<p>Degree in Speech & Language Therapy or equivalent.</p> <p>State Registration with the Health and Care Professions Council.</p> <p>Registered member of Royal College of Speech & Language Therapists.</p> <p>Evidence of continuing professional development.</p>	<p>Relevant Master's Degree.</p> <p>Membership of Clinical Excellence Network</p> <p>Post graduate training and experience relevant to paediatrics, to Master's level equivalent.</p>
Experience	<p>A minimum of 4 years post-qualification experience working as a Speech & Language Therapist.</p> <p>Substantial post-qualification experience working as a paediatric therapist, including children with severe and complex needs that require the use of AAC.</p> <p>Experience of working with education and school staff.</p> <p>Experience of reviewing & developing speech and language therapy standards, policies or procedures.</p>	<p>Experience of working in a range of settings encountered within Paediatrics.</p> <p>Experience of working collaboratively within multidisciplinary environments.</p> <p>Experience of developing and delivering training.</p>
Knowledge	<p>Able to demonstrate knowledge of:</p> <ul style="list-style-type: none"> education practices the use of AAC and EAT the principles of clinical governance <p>Awareness of legislation affecting children and knowledge of current practice.</p> <p>Specialist knowledge of speech & language therapy assessments and interventions, including those relevant to AAC.</p> <p>Knowledge of a range of VOCAs (Voice Output Communication</p>	<p>Knowledge of a range of electronic assistive technologies and Special Educational Needs software.</p> <p>In depth knowledge of a range of high tech VOCAs (Voice Output Communication Devices).</p> <p>In depth knowledge of a range of low tech AAC tools and strategies.</p>

	<p>Devices).</p> <p>Knowledge of a range of low tech AAC tools and strategies.</p> <p>Understanding of the roles of other professionals relevant to the client group and the principles of partnership working.</p>	
Skills	<p>Able to demonstrate excellent:</p> <ul style="list-style-type: none"> • interpersonal skills • organisational skills • prioritisation skills • negotiating and problem solving skills • analytical and reflective practice skills • presentation skills, both written and verbal • training skills • communication skills • computing skills within a Windows environment <p>Good auditory discrimination skills.</p> <p>Ability to interpret the outcomes and statistical information from specialist therapy assessment tools.</p>	Leadership skills
Other Qualities	<p>Able to work with profoundly disabled clients and make decisions in what may be distressing or emotional circumstances.</p> <p>Able to handle and communicate complex and sensitive information, with clients, carers, families and professionals, in order to provide the best evidence-based care.</p> <p>The ability to communicate with empathy and tact, especially where there are emotional barriers to understanding, conflicting expectations.</p> <p>Ability to establish and maintain effective working relationships.</p>	
Special Conditions	Ability to travel long distances by car, on a regular basis.	Physical fitness for appropriate handling of clients and equipment.

