

## JOB DESCRIPTION

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<b>POST TITLE:</b>	Advanced Therapist: School Age Speech and Language Therapist
<b>BASE:</b>	St Mark's Hospital, Maidenhead
<b>BAND:</b>	7
<b>LINE MANAGER:</b>	CYPIT Service Lead
<b>PROFESSIONAL ACCOUNTABILITY:</b>	Professional Development Lead for Speech and Language Therapy

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### OUR VISION AND VALUES

Our **vision** is to **be a great place to get care, a great place to give care.**

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

### JOB SUMMARY

To support the delivery of CYPIT Speech and Language Therapy service to school aged children and young people.

- To have a highly developed broad range of specialist knowledge, experience and expertise working with school aged children and young people.
- To be a source of expertise in delivering, managing and supporting a school aged Speech and Language Therapy service to children and young people.
- To support and develop colleagues working in the CYPIT school aged Speech and Language Therapy team and be a point of reference for colleagues and managers where advice may be requested/needed.
- To undertake specialist clinical assessment and treatment of children and young people who may have complex presentations and/or support other clinicians to do this. You will have defined clinical responsibilities and hold responsibility for managing your own caseload in addition to supporting less experienced staff.

- To contribute to the development of service provision in school aged services alongside the CYPIT operational team leads and professional leads. This includes ensuring best practice across the school age team and the wider service within Children, Families and All Age services (CFAA).
- To lead the development of other therapists offering support, mentoring, training and specialist advice, as well as defining core competencies for staff to work towards.
- To undertake clinical audits and research as required.

## **RESPONSIBILITIES**

### **Key Responsibilities**

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role:

#### **Communication**

1. To be able to communicate highly complex and potentially distressing information sensitively to patients, families and carers in order to gain cooperation for treatment and valid consent.
2. Share knowledge and expertise across the CYPIT service and CFAA division to inform clinical practice.
3. Advise on the production, content and dissemination of information, e.g. leaflets or web pages on-line resource, aimed at colleagues, clients, commissioners or other stakeholders.
4. To demonstrate a high level of interpersonal and communication skills with both clinical and non-clinical staff.
5. Be aware of and, if appropriate, involved with, national and/or local third sector organisations, societies and support groups and to share related information with colleagues and clients.

#### **Personal and People Development**

1. To support the overall development of school aged clinical skills and lead in the development of key clinical skills in this area, with clinicians, assistants and students. This will include the use of mentoring, training and informing the appraisal process ensuring staff members have the competencies required to carry out their role safely and effectively.
2. Provide second opinions for junior staff and peers to support clinical decision making.
3. Share knowledge and expertise and act as an advisor within the area of school age service delivery across the CFAA division and with wider MDT partners and parents.
4. Work with the professional leads to ensure that colleagues working with school aged children and young people are aware of and wherever possible reflect the most recent national guidelines, recommendations and evidence-based practice.
5. Support the CYPIT and CFAA service managers and leads to make informed decisions enabling them to gain greater understanding of how school aged services may be delivered; for example, where additional knowledge may impact on recruitment, performance management, or new business opportunities.

6. To review and reflect on own practice and performance through the effective use of professional and clinical supervision.
7. To be responsible for your own personal development and keep accurate records of the same. This may include active participation in journal clubs, clinical supervision, clinical excellence sessions as participant and facilitator.
8. Hold delegated responsibility for managing defined members of the CYPIT team as/if required, ensuring staff are supported in line with current people management policies, including recruitment, induction, staff appraisal, staff sickness and absence, capability and disciplinary.

### **Health, safety and security**

1. To work with the CFAA governance lead to support the identification of themes and learning from clinical incidents occurring in school aged team, that may impact on the service; taking necessary action in conjunction with the service managers and patient safety and quality groups to mitigate any future risk.
2. Lead and participate in root cause analysis investigations as required.
3. Act as a supportive mentor to practitioners needing additional or specialist advice or input as part of a performance management process.
4. To monitor and maintain health, safety and security of self and others.
5. Responsible for identifying and assessing potential risks involved in work activities and processes for self and others.
6. To ensure completion of relevant risk assessments and associated documentation.
7. To take appropriate action, reporting actual or potential problems that may put health and safety and security at risk.

### **Service Development**

1. To undertake evidence-based initiatives, including recommendations for change in practice and to lead in departmental and service evaluation /research related to school aged services.
2. Keep abreast of national documentation, developments and recommendations related to school aged services.
3. To be responsible alongside the operational and professional leads for the setting and monitoring of standards and policies of clinical practice for the service.
4. To make recommendations to the operational and professional leads for changes in practice, leading to the implementation of specific changes to improve and update practice or service delivery.
5. To participate in the development of services in line with recent NHS initiatives and guidance.
6. To lead on identified initiatives to support the development of the service, e.g. waiting list initiatives.
7. To represent Berkshire Healthcare externally regarding service development within school aged remit.
8. To be responsible for producing and implementing SOPS in relation to the area of expertise; in conjunction with the leadership team.
9. To develop and promote evidence-based practice.

### **Quality**

1. To use advanced clinical reasoning skills to formulate accurate prognoses and recommend best course of intervention, developing comprehensive treatment and management plans.
2. To lead on and promote best practice in school aged service delivery.
3. Providing information about school aged services where it may impact on aspects of clinical governance, including risk management, audits, responses to complaints and incidents.

4. To achieve and maintain a high standard of clinical care using evidence-based practice, keeping up to date with clinical developments, analysing current research, discussing and implementing changes in your clinical practice and encouraging others to do so throughout your team.
5. To work with managers to collect, assess and monitor evidence to support compliance with the Care Quality Commission (CQC) Key Lines of Enquiry and SEND requirements.
6. To provide specialist clinical guidance and support to staff who are contributing to the EHCP process, including preparation for, and participation in Tribunals.
7. To support staff to develop and maintain delivery of children's services, within a specialist area, according to the respective standards within the service and SOPs.
8. To participate in clinical audit, within their specialist area, to measure the effectiveness of services & identify gaps in service provision and standards and in conjunction with relevant colleagues to formulate action plans to address any shortfalls.
9. To contribute to multi agency audits as requested by partners.
10. To contribute to the development and implementation of Patient and Public Involvement surveys and service user feedback to inform operational delivery.
11. To attend and participate in internal and external meetings as agreed to represent the service.
12. Be involved in any pathway, multi-disciplinary or multi-agency design or initiatives related to the school aged services.
13. To be actively involved in the collection of appropriate data and statistics for the use of the department.
14. To lead on the collection, analysis and interpretation of data required for school aged services.

### **Freedom to Act**

1. To be professionally and legally responsible and accountable for all aspects of your professional activities working within the codes of practice and professional guidelines.
2. To work as an autonomous practitioner undertaking a significant clinical caseload and working without direct supervision.
3. To autonomously manage a complex caseload of children.

### **Equality and diversity**

1. To be responsible for supporting a culture which promotes equality and diversity for all staff within your team and the work setting.
2. To take appropriate action where discrimination of any kind is identified.
3. To differentiate patients only on the basis of clinical need.

## **GENERAL**

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.
2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

## **BEHAVIOURS**

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

## **LOCATION/MOBILITY**

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

## **FLEXIBILITY**

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

## **DATA PROTECTION ACT**

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

## **HEALTH & SAFETY**

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

## **INFECTION CONTROL**

The Health and Social Care Act 2008: (code of practice on the prevention and control of infections and related guidance) sets out responsibilities for NHS managers, Heads of departments, Clinical Leads and all staff to ensure patients are cared for in a clean and safe environment. Cleanliness and prudent antimicrobial stewardship (AMS) is essential to ensure that people who use health and social care services receive safe and effective care.

Prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients and to the safety of staff and visitors. As a core element of the trust's clinical governance and risk programmes, all staff are required to be aware of their responsibilities and comply with infection prevention and control policies and guidelines.

## **CONFIDENTIALITY**

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

## **DATA QUALITY**

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

## **CLINICAL GOVERNANCE**

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

## **ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS**

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

## **SMOKE FREE**

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.



**PERSON SPECIFICATION**

CATEGORY	ASSESSMENT METHOD		
	Application Form Essential or Desirable	Interview Essential or Desirable	Selection Tool
<b>Education/Qualifications/Training</b> <ul style="list-style-type: none"> <li>• Speech and Language therapy degree (BSc/MSc)</li> <li>• HCPC registered</li> <li>• Member of a clinical interest group</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>		<p>Certificate check</p> <p>HCPC check</p>
<b>Continuous Professional Development</b> <ul style="list-style-type: none"> <li>• Evidence of 5 years relevant experience delivering school aged services</li> <li>• Attendance at relevant short courses and/or post graduate training within a relevant field</li> <li>• Evidence of CPD maintained portfolio</li> <li>• Evidence of management training</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>		
<b>Previous Experience</b> <ul style="list-style-type: none"> <li>• Evidence of clinical working in multiple school settings</li> <li>• Evidence of an in depth level of knowledge and expertise of school age Speech and Language Therapy</li> <li>• Evidence of delivering universal, targeted and specialist speech and language therapy input to school aged children and young people</li> <li>• Comprehensive range of supervisory experience</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	



<ul style="list-style-type: none"> <li>• Contribution to clinical education of less experienced staff, students or assistants</li> <li>• Evidence of leadership, e.g. staff management, leading a project, change in practice</li> </ul>	Essential		
<b>Knowledge, Skills &amp; Abilities</b> <ul style="list-style-type: none"> <li>• Effective people management skills</li> <li>• High level of clinical knowledge and skill in delivering school aged Speech and Language Therapy services</li> <li>• Ability to pass on skills/knowledge to others within both formal and informal environments</li> <li>• Ability to provide leadership to other team members</li> <li>• Efficient, effective, excellent and diplomatic communication skills both written and verbal</li> <li>• Awareness of the commissioning and provider landscape within children's services</li> <li>• Basic computer literacy</li> <li>• Knowledge of SEND process, awareness of statutory guidelines</li> <li>• Knowledge, understanding and experience of the SEND tribunal process</li> </ul>	Essential  Essential  Essential  Essential  Essential  Essential  Essential	Essential  Essential  Essential  Essential  Essential	
<b>Additional Requirements</b> <ul style="list-style-type: none"> <li>• Car driver, valid UK driving license and ability to travel across multiple sites</li> </ul>	Essential		