

Job Description

1. JOB DETAILS

Job title: Paediatric Speech and Language Therapist Band 6

Accountable to: Specialist Team Manager

Location: North Cumbria

2. JOB SUMMARY

All staff are expected to work to the Trust Values:



Kindness – Kindness and compassion cost nothing, yet accomplish a great deal.



Respect - We are respectful to everyone and are open, honest and fair – respect behaviours.



Ambition – We set goals to achieve the best for our patients, teams, organisations and our partners.



Collaboration – We are stronger and better working together with and for our patients.

To be responsible for a specialist Speech and Language therapy caseload of children and young people with diverse therapy needs.

To participate in the co-ordination, development and delivery of training programmes and information packages for colleagues in health, education voluntary sector organizations, and parents / carers.

To be responsible for the assessment treatment, planning, delivery and evaluation of evidence-based specialised therapy interventions for a defined caseload.

To undertake comprehensive assessment of children and young people with diverse presentations, using self determined investigative and analytical skills, to formulate hypotheses in order to determine a diagnosis

To establish individualized management and treatment plans, using clinical reasoning and utilizing a range of evidence based treatment skills and options to formulate interventions and programmes of care.

To promote health and reduce inequalities for children, young people, families and communities, so that they may be able to maximise their potential in terms of health, education and social well-being.

To work as a member of the integrated team for children throughout the district to ensure high quality co-ordinated patient care.

3. ROLE OF DEPARTMENT

Children's Services Directorate provides community clinical services across Cumbria, including health visiting, school nursing, community children's nursing, therapy services, sexual health services, community paediatrics, audiology, children and young people's mental health services.

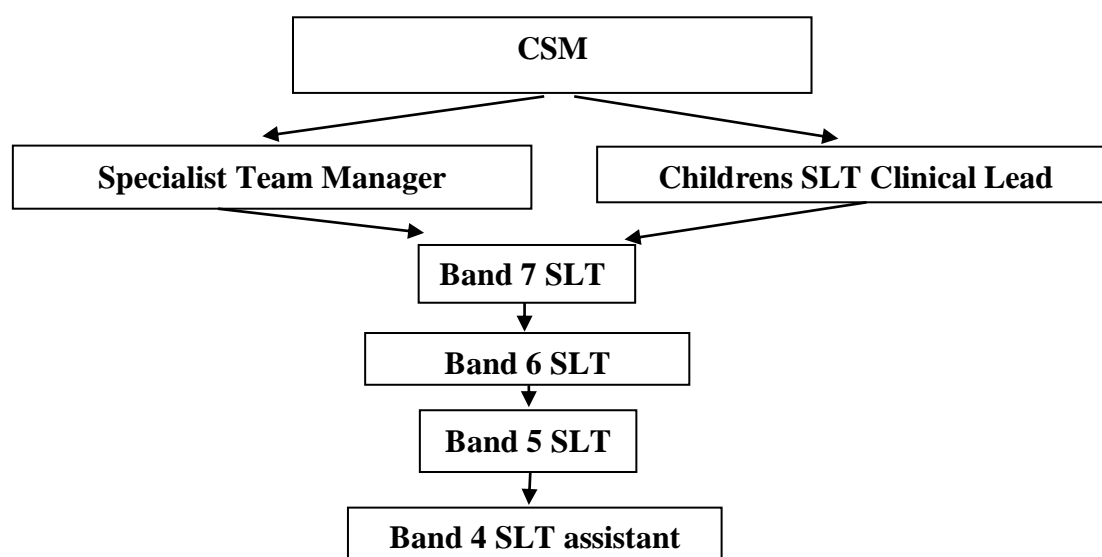
Non clinical support services, such as buildings and estate services are also provided.

The Directorate works with other NHS organisations in Cumbria to support the integration of clinical services to improve the health and well being of children and young people under the age of 19 years.

The Directorate also works in partnership with other organisations, statutory and non statutory, to ensure that health services contribute to improving the social and educational outcomes of the young people of Cumbria; and that other services support the improvement of health & well being.

Children's Services Directorate has a lead role and responsibility in protecting children, and in supporting other health agencies and partner organisations to safeguard children and young people.

4. ORGANISATIONAL CHART



5. KEY WORKING RELATIONSHIPS

- Children's Services Team Manager – Contact as required for service delivery and personnel issues.
- Speech and Language Therapists and Speech and Language Therapy assistants – frequently - to discuss case management, continue professional development, clinical supervision, share information and ensure smooth transfer of cases.
- Administration Staff - reporting statistics, report writing, obtaining referral information.
- Early years providers
- Local Authority and Schools e.g. social worker, specialist advisory teachers, area assessment officers, SENCOs, teaching assistants – frequently as part of case management
- Healthcare professionals e.g. GP's, health visitors, paediatricians, audiologists, psychologists etc - frequently - to share reports, advise on intervention and strategies, in order to manage a case effectively through a multidisciplinary approach.
- Multi-disciplinary team members
- Carers/parents and clients; to provide effective care packages, to share information, as part of assessment, intervention and discharge.

6. DUTIES AND RESPONSIBILITIES OF THE POST

1. To assume responsibility and accountability for a caseload of children and /or young people with diverse presentations holding the duty of care and prioritizing and managing the caseload independently based on the principles of risk and clinical risk, liaising with and referring to relevant agencies as appropriate.
2. To undertake a range of specialist speech and language therapy assessment and therapy techniques to contribute to the differential diagnostic process, formulating hypotheses on the basis of the evidence from assessments and acquired knowledge to arrive at a clinical diagnosis.
3. To interpret and analyse clinical and non-clinical facts to develop specialised packages of care for patients, families and carers incorporating individual treatment plans and goals based upon advanced clinical reasoning skills.
4. To employ highly developed listening, concentration and observation skills to simultaneously monitor all non-verbal and verbal aspects of a child's communication in assessment, diagnosis and treatment, taking a proactive role throughout.
5. To carry out swallowing assessments and advise on feeding issues as appropriate following the relevant training and with support from a senior specialist as necessary.

6. To work with children requiring and using low tech and high tech AAC
7. To support the monitoring and effective use of clinical and team resources.
8. To write and maintain accurate and timely patient records within the standards set on record keeping and the Trust's code of confidentiality.
9. To write detailed official reports regarding patient care and the Speech and Language Therapy advice for Statements of Special Educational Needs under the 1996 Education Act
10. To manage children with challenging behaviours and deal with confrontation.
11. To communicate complex information regarding disorders/conditions/methods of support and management to carers and other professionals in a clear and effective manner.
12. Work in collaboration with other team members to progress the Care Aims philosophy within the sphere of practice.
13. To adapt in response to changing needs and circumstances of clients and carers, to show empathy and sensitivity with regards to social situations, difficult family circumstances and understanding of condition, taking into consideration cultural, linguistic, social and psychological aspects.
14. To work closely and in partnership with the child/young person, parents/carers and the multidisciplinary team negotiating and agreeing decision-making relevant to the child's management to deliver treatment based on and in response to the child's needs.
15. To maintain sensitivity at all times and on a day to day basis to the emotional needs of children and their parents / carers, in particular when communicating distressing information regarding the nature of the child's difficulties and future implications when there are barriers to understanding.
16. To provide specialist Speech and Language Therapy advice to others regarding the diagnosis and management of children with complex disorders, developing care plans based on best practice.
17. To contribute to clinical teams both multi-disciplinary and uni-disciplinary by discussing own and others input around a child's needs, ensuring a well co-ordinated care plan and attend case conferences
18. To provide specialist advice, teaching and instruction to relevant professionals in health, social care and education to develop understanding of the objectives of speech and language therapy to produce a consistent holistic approach to ensure optimal patient care

19. To provide advice, teaching and instruction to parents/carers and to develop understanding of the objectives of speech and language therapy to produce a consistent holistic approach to ensure optimal patient care
20. To provide highly tailored and case specific training packages to support and educate those directly involved in an individual case i.e. parents, carers, professionals and volunteers.
21. To demonstrate knowledge of contemporary research and evidence-based practice in all training activities
22. To assist in the provision of specialist postgraduate training to other professionals and agencies, e.g. teachers, nurses, doctors, on the management of speech and language disorders.
23. To participate in health promotion activities and contribute towards increasing public awareness of communication difficulties.
24. To provide clinical placement for speech & language therapy students on all aspects of intervention associated with a broad range of speech, language and communication disorders.
25. To educate students from other professional groups e.g. providing observational placements for trainee GPs, Health Visitors.
26. Take a leadership role in the implementation of the Safeguarding agenda within own sphere of practice, adhering to Local Cumbria Safeguarding Board / NCIC policies and procedures, placing the welfare of the child and family central to service provision.
27. To access regular child protection supervision.
28. To act as an advocate to facilitate the views and choices expressed by individuals, families, groups and communities, where appropriate.
29. To actively support the team manager in the delivery of the clinical governance quality improvement and performance management agenda across provider services.
30. To actively promote an environment that supports clinical audit, research and evidence based practice across the area of specialist practice.
31. To ensure that areas for clinical audit and research are identified and support planning, implementation and participation in research and clinical audit that will improve service delivery

32. To actively participate and contribute to team meetings and relevant professional forum.
33. To assess risk within own sphere of competence, as appropriate and implement risk management measures within the scope of professional practice.
34. To lead on delegated projects as required.
35. To support the implementation of policy and service development within the field of practice
36. To collect and maintain accurate statistical data on own clinical activity for the purpose of operational and strategic management, in accordance to locally agreed procedures.
37. To provide a role model for the delivery and evaluation of clinical and professional practice within the Children's Therapy team that will enable innovative and creative practice development.
38. To attend courses, meetings and special interest groups as identified and agreed within the team / service
39. Manage time effectively with an ability to prioritise workload and be flexible in response to changing or urgent needs when required

Professional Responsibilities

1. To use specialist knowledge to inform service/policy developments and to assume delegated tasks as requested including participation in working groups, policy development groups, etc.
2. To use specialist knowledge to assist and support in strategic development of the speech and language therapy service in the locality with the team manager.
3. To inform the team manager of any shortfall in client care in order to facilitate planning and enhance service delivery.
4. To be accountable for own professional action and recognise own professional boundaries, working within a reflective practice framework.
5. To attend relevant training and development in order to maintain and develop skills and knowledge required of a specialist therapist and maintain up-to-date HPC registration and membership of the Royal College of Speech and Language Therapists

6. To identify personal/professional development evidenced by Personal Development Plan and Professional Portfolio developed within an appraisal framework, e.g. undertaking clinical supervision, attending team meetings and special interest groups.
7. To be familiar with and adhere to current legislation and the policies and procedures of North Cumbria Integrated Care.
8. To be familiar with and adhere to National and RCSLT standards and guidelines relating to Professional Clinical Practice in order to maintain professional competence
9. To demonstrate a working knowledge of relevant procedures including: Safeguarding Children, SEN procedures and other legal frameworks.
10. To demonstrate a working knowledge of the principles of clinical governance and their application to professional practice.
11. To develop and evaluate audits and effectiveness studies.
12. To attend staff and team meetings and to participate in the service's system of clinical supervision.

Commitment to Quality

The Trust is committed to its use of resources to obtain the best possible service for patients and staff. The post holder must share this objective and seek to maintain and improve the quality of the service at all times

7. WORK SETTING AND REVIEW

- To be responsible to the team leader of the pathway in which the therapist is working
- To work autonomously and have responsibility for a specified caseload / delivery of training
- To assist in the management of the speech and language therapy caseload with others within the team.
- To be responsible for own continuing professional development and maintaining own professional registration and meeting HPC registration requirements, maintaining a professional portfolio and demonstrating evidence of reflective practice.
- To actively participate in continued professional development to develop new skills, maintain and update existing skills and embrace the concept of lifelong learning.
- To participate in the KSF review process ensuring objectives are met and a personal development plan is maintained and evaluated.

- Undertake mandatory training and other learning opportunities identified in KSF review in line with NCIC policy, as appropriate to the post.
- Support role redesign and new ways of working.

8. INDIVIDUAL RESPONSIBILITIES

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

9. CONFIDENTIALITY

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

10. HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

11. RISK MANAGEMENT

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

12. EQUALITY AND DIVERSITY

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

13. SAFEGUARDING

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers

and/or the locality based safeguarding team when managing complex cases where applicable to their role.

14. INFORMATION GOVERNANCE

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

15. GREEN STATEMENT

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

PERSON SPECIFICATION

POST TITLE: Paediatric Speech and Language Therapist

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree or equivalent qualification in Speech and Language Therapy approved by the Royal College of Speech and Language Therapists (RCSLT). Registered with HCPC. On-going membership with the RCSLT. Evidence of formal training / self study / specialist experience to post graduate level. 	<ul style="list-style-type: none"> Post qualification Dysphagia course
Experience	<ul style="list-style-type: none"> Experience of organising, managing and prioritising a clinical caseload. Experience of working as part of a team. Experience of working with other professionals and agencies. 	<ul style="list-style-type: none"> Experience of working with children with special educational needs / learning disabilities Experience of working in community clinics and educational settings, including schools/units for children with learning disabilities/ communication disorders
Knowledge	<ul style="list-style-type: none"> Knowledge of a wide variety of speech, language and communication disorders. To demonstrate a breadth of specialist knowledge with decision making underpinned by current evidence based practice, where many decisions will have significant implications for the child's future. Knowledge of current clinical procedures. Knowledge of educational policies and procedures relating to working practice as a therapist working in an educational setting. Working knowledge of assessment and 	

	<p>therapy materials, including alternative communication strategies, e.g. picture exchange, Makaton signing, etc.</p> <ul style="list-style-type: none"> • Knowledge of national imperatives e.g. public health programmes and children's centres recognising their influence at local level. 	
Skills and Aptitudes	<ul style="list-style-type: none"> • Ability to carry out and analyse results of various assessments appropriate for different clients, relating to age, disorder, standardisation, etc. • IT ability, including word processing, presentation skills and ability to access software packages • Negotiation and problem solving ability, in order to prioritise and strategise for assessment and intervention • Skills in motivation of clients and/or carers to engage in the therapeutic process • Highly developed auditory and perceptual skills in the assessment, diagnosis and treatment of clients • Willingness to learn and be a reflective practitioner • Excellent interpersonal and communication skills • Excellent time management, organisational and administration skills. 	
Personal Circumstances	<ul style="list-style-type: none"> • Ability to work on own initiative. • Willingness and ability to travel across the Trust as and when required. • Willingness to work outside normal hours in order to meet business needs. • A flexible approach and willingness to adapt to change. 	
Other requirements	<ul style="list-style-type: none"> • Equality and Diversity (<i>from KSF core dimension 6- one to be selected</i>). • Support equality and value diversity (Level 2). 	