

SPEECH AND LANGUAGE THERAPY SERVICES

Specialist Speech & Language Therapist Camden Job Description

Job Title:	Specialist Speech and Language Therapist
Grade:	Band 6
Hours:	37.5 hours per week
Annual Leave:	27 days per annum with up to five years NHS service 29 days after 5 years NHS service 33 days after 10 years NHS service
Department:	Speech and Language Therapy Service
Division:	CYP Services
Terms & Conditions Of Service:	In accordance with the Agenda for Change NHS Terms & Conditions of Service.
Responsible to:	Clinical Co-ordinator for Camden Complex Needs Speech and Language Therapy.
Accountable to:	Head of Camden Speech and Language Therapy Service – Whittington Health

JOB SUMMARY

The post holder will be responsible for delivering a comprehensive and specialist therapy service to complex neurodivergent children and young people (CYP) in Camden. The service provides input for children 2-19yrs at Swiss Cottage Special School and specialist resource base provisions.

The post holder will have specialist knowledge in assessment, diagnosis and therapy, with effective communication outcomes for CYP with complex needs. In addition the post holder is knowledgeable and experienced in assessing, treating and managing CYP who have eating and drinking difficulties including dysphagia.

The post holder will deliver intervention including assessment, differential diagnosis and therapy for individual or groups of CYP. They will be knowledgeable in a range of appropriate communication strategies for the client group, specifically AAC, including low and high tech communication aids and the use of specific programmes e.g. PECS, TEACCH. The post holder will deliver individualised and specialist interventions to support the learner's needs as identified in their Education Health and Care Plans, and will also be involved in providing targeted support to school and families.

The post holder will work within a multi-agency environment, and as part of a multidisciplinary team that may include specialist teachers and school staff, occupational therapist, physiotherapist, paediatricians, dietitians, keyworkers/family support workers and psychologists, as well as outside agencies such as Camden

Children and Young People's Disability Service (Social Care), short breaks providers e.g. KIDS and Camden SEN team.

The post holder will have excellent communication skills and the ability to overcome communication barriers, displaying an awareness and sensitivity to social, cultural and economic issues. They will be skilled at giving information to other professionals, parents and young people themselves in a way they are able to understand.

The post holder will be responsible for promoting effective communication skills between CYP and their families within the home environment and in school. They will support speech and language therapy colleagues, parents and other professionals within schools and nurseries, by independently planning and providing appropriate training. The post holder will need the ability to empathise in order to support and counsel parents/carers and CYP to accept the implications of presenting communication difficulties and/or feeding difficulties.

The post holder will have excellent communication skills enabling them to overcome communication barriers, displaying an awareness and sensitivity to social, cultural and economic issues. In particular they will need to be skilled in presenting complex information to parents/families and CYP themselves in a way they are able to understand.

The post holder will support parents and teaching staff to enable CYP to access support in their learning environment. This may involve training and modelling of strategies to parents and professionals working with the CYP. The post holder will be able to plan and provide a range of appropriate, evidence-based packages of care through individual and small group therapy as required.

The post holder will have knowledge of the Early Years Foundation and National Curriculums and will devise and provide individualised therapy targets which are dovetailed with the educational curriculum and be able to practice clinical decision making to ensure that Education Health and Care Plan targets are functional, relevant and feasible. They will contribute to audit and research projects, as well as collecting and collating data as required. They will support the team with student clinical supervision.

Main Duties and Responsibilities:

1. To carry a personal caseload and/or contribute to MDT therapy packages such as group therapy sessions or parent education sessions, maintaining a high level of professional competence and demonstrating specialist clinical expertise in the assessment, treatment and management of speech, language and communication problems associated with complex needs.
2. To monitor and review the progress of CYP on the caseload and facilitate the development or modification of packages of care/targets as appropriate using evaluation/outcome measurement tools.
3. To work effectively as part of the MDT with clients, carers, and colleagues around individual case management; providing specialist advice, guidance and support as necessary and involving them in the planning and prioritisation of care wherever possible.

4. To reflect on clinical practice; adequately identifying strengths & needs of clients, reviewing their response to therapy and providing evidence of expert clinical judgement including in cases which are complex and challenging.
5. To have completed additional training around the needs of CYP with dysphagia and to have at least one year experience of assessment/treatment of CYP with eating and drinking difficulties in order to communicate and deliver a highly effective service to CYP with complex needs.
6. To be able to analyse conflicting information and provide clear guidance and detailed reports on children seen.
7. To promote awareness about speech and language therapy in Camden.
8. To facilitate and support specialist provisions and families in providing appropriate communication environments to develop CYP's language and interaction skills.
9. To demonstrate specialist knowledge and clinical effectiveness underpinned by current evidence based practice and outcome measures.
10. To make appropriate specialist clinical decisions on evidence from assessment of complex cases, including differential diagnoses.
11. To work closely with clients, carers and families, with empathy, tact, reassurance and active listening to fully discuss assessment results, treatment options, and agree a plan of management.
12. To communicate complex information to carers, families and members of the multi-disciplinary team/other professions, ensuring that effective communication is achieved, particularly where barriers to understanding exist.
13. To maintain sensitivity at all times to the emotional needs of neurodivergent CYP with complex needs and their carers, in particular when imparting potentially distressing information regarding the nature of the client's difficulties and implications of the same.
14. To undertake home visits, as necessary, in compliance with Home Visiting/ Lone Working Safety Policy.
15. To contribute to clinical teams by discussing own and others input, ensuring a well-co-ordinated care plan that reflects the holistic needs of the CYP and their parents/carers.
16. To discuss diagnosis and potential outcomes with parents/carers and work collaboratively in decision making regarding referral on and intervention.
17. To deal with initial complaints sensitively, avoiding escalation where possible.
18. To demonstrate excellent communication skills.
19. To demonstrate skills in motivating clients and /or carers to engage in the therapeutic process.
20. To employ counselling skills with CYP, carers/families with highly complex needs.

21. To liaise regularly with Senior Management within the Complex Needs Teams and with the MDT team to agree and review effective service delivery to CYP with complex needs.
22. To be aware of legal requirements relating to the provision of a speech and language therapy service.
23. To maintain up to date and accurate case notes and write reports reflecting highly specialist knowledge, ensuring that they meet departmental standards and are in line with local Trust Policy, and RCSLT professional standards.
24. To demonstrate knowledge of current policies and practice in the education and health sector and incorporate these into the model of working as appropriate.
25. To attend further training as necessary to maintain and further develop the skill and knowledge required of a specialist SLT.
26. To keep up to date with current clinical developments through reading, attendance at courses, meetings and Clinical Excellence Networks (CENs).
27. To provide training to SLTs developing a specialism in Complex Needs and those working with some CYP with complex additional needs on their caseload.
28. To manage and prioritise a specialist caseload, advising line manager on issues of service delivery including shortfall, service pressures etc.
29. To contribute to multi-agency assessment procedures as required, including statutory educational assessment.
30. To demonstrate good negotiation skills across a range of issues and situations, recognising and resolving potential breakdown and conflict when it occurs.
31. To ensure that CYP are referred to other services as appropriate.
32. To demonstrate comprehensive understanding of the issues associated with clinical governance and their application to professional practice. This will include compliance with / adherence to, and implementation of service, service area and Trust policies, National and Local guidelines and RCSLT Professional and Clinical and Guidelines.
33. To develop a working knowledge of relevant procedures including: Safeguarding Children, SEN procedures, Working with Vulnerable Adults and other legal frameworks.
34. To contribute to the local Trust's systems of clinical governance, developing innovations in areas of risk management, quality standards setting and clinical effectiveness in collaboration with others.
35. To be accountable for professional action and recognising professional boundaries, and working within defined departmental and national protocols/policies and professional code of conduct.
36. To work independently accessing appraisal within a Professional Development Plan (PDP) at pre-determined intervals.

37. To have due regard for personal safety and that of CYP /carers, adhering to moving and handling regulations, restraining policies and ensure the safe positioning of self and others.
38. To reflect and adhere to infection control and health and safety guidelines in order to deal with specific issues related to client contact: for example exposure to body fluids, infectious conditions, encountered on a daily basis.
39. To provide advice and second opinions to non-specialists and other specialists/ professionals within clinical field, regarding the management and care of CYP with complex needs.
40. To provide support and advice to less experienced speech and language therapists, and/or Therapy Assistants and volunteers.
41. To assume delegated tasks as requested by line manager, including participation in working groups, policy development groups related to clinical specialism.
42. To carry out administrative duties including activity data collection, updating this accurately and regularly, ensuring the provision of such information promptly within local Trust guidelines.
43. To maintain up to date records of annual leave and other absence.
44. To participate in the clinical education of students, undertaking assessment of the placement as appropriate, and attending teaching sessions and meetings organised by the education establishments.
45. To initiate and undertake Research/Clinical Governance /audit projects within area of expertise.
46. To be able to be flexible within the service for Whittington Children's Speech and Language Service and as required by the Speech and Language Therapy Services Manager, this may include a change in workplace.

Equal Opportunities

It is the aim of the Trust to ensure that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable. To this end the Trust has an equal opportunities policy and it is for each employee to contribute to its success. The hospital has a single equality scheme, which underpins its duty to promote equality. You can access a copy of the scheme on the trust's website.

Infection control

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies; especially hand hygiene, the trust dress code, and MRSA screening policies.

Working patterns

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances. Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

Health & Safety Policy

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

Safeguarding children and child protection, Safeguarding Adult and adult protection

To comply with the Trust's Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. This will require you to:

- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of CYP.
- Ensure you are familiar and comply with the Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

Confidentiality & Data Protection

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receives appropriate training.

Whittington Promise to Patients

Whittington Health expects its employees to communicate with colleagues, patients and visitors in a polite and courteous manner at all times. You are expected to contribute to improving our patients' experiences by delivering the Whittington Promise:

- We will be clean
- We will be welcoming and caring
- We will be well organised
- We will offer the best possible treatment
- We will give you information and listen to what you tell us

Carbon Reduction

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

Security

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

No Smoking

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

Method of Payment

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

Probationary Period

Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors.

PERSON SPECIFICATION

Post: Specialist Speech and Language Therapist –
Complex Needs Team

Grade/Banding: Band 6

Department/Ward: Camden Speech and
Language Therapy Service for children with
Complex Needs

Division: CYP's Service

REQUIREMENTS	CRITERIA	Essential	Desirable	Met	Part Met	Not met	HOW ASSESSED
1. Education/ Qualifications/ Training	Diploma, Degree or MSc in Speech and Language Therapy	*					A
	Registered Member of the Royal College of Speech & Language Therapists.	*					A
	Health and Care Professions Council Registration to Practice	*					A
	Evidence of successful completion of a range of specialist short courses and other CPD in specialist area (e.g. AAC or Dysphagia courses)	*					A
	Post Qualification Intermediate Level Certificate in the Management of children with Eating and Drinking Difficulties		*				A

2. Skills/Abilities	Specialist clinical skills and post-graduate experience in the assessment, differential diagnosis and treatment of children with complex needs who present with a range of speech, language and communication difficulties including Autism, Down Syndrome, Learning Disabilities and Profound/Multiple Learning Disability	*					A/I
	Well-developed clinical skills and post-graduate experience in the assessment, differential diagnosis and treatment of children with complex needs who present with a range of difficulties related to their eating/drinking skills.		*				A/I
	Ability to carry out a range of assessments to support differential diagnosis and evaluation of progress	*					A/I
	Excellent Interpersonal skills with regard to individual client management (including empathy, observation and interview skills).	*					A/I
	Ability to negotiate and deal with conflict in a range of settings	*					A/I
	Ability to work effectively as part of a multi-disciplinary team including excellent communication, liaison, negotiation, and influencing skills	*					A/I
	Demonstrates ability to be an effective team member and assume leadership responsibilities	*					A/I
	Excellent analytical, reflective and problem solving skills	*					A/I
	Ability to present effective verbal and written						A/I

	reports for clients, carers, colleagues and managers	*					
	Ability to organise and prioritise caseloads of junior colleagues, assistants and students	*					A/I
	Ability to train school staff to carry out communication aims with children with a range of difficulties	*					A/I
	Ability to assist in training SLTs developing a specialism in Complex Needs.	*					A/I
	Ability to work calmly under pressure and be flexible to demands	*					A/I
3. Experience	A minimum of 2 years' experience working with children with complex needs who present with a range of speech, language and communication difficulties and feeding needs.	*					A
	Experience implementing a range of therapeutic interventions for children with complex needs in range of settings	*					A/I
	Experience of planning and delivering therapy in small groups	*					A/I
	Experience of training parents, teachers, TA's and students	*					A/I
	Experience of collaborative, multi-agency and multi-disciplinary working	*					A/I
	Experience of working with children with complex needs, including learning difficulties and	*					

	challenging behaviour.						A/I
	Experience of carrying out assessment and differential diagnosis including complex disorders	*					A/I
	Experience of writing statutory assessment/EHCP advice	*					A/I
	Experience of managing demand and setting priority criteria	*					A/I
	Experience of implementing the principles of clinical governance in clinical practice (e.g. clinical audits)	*					A/I
4. Knowledge	Up-to-date knowledge of relevant national policies, legislation and guidance relevant to clinical specialism	*					A/I
	Understanding of child protection procedures and responsibilities	*					A/I
	Understanding of statutory processes regarding education for children with special education needs.	*					A/I
	Specialist knowledge of a range of assessment tools and procedures to evaluate the speech, language and communication skills of children with complex needs.	*					A/I
	Well established knowledge of a range of specialist therapeutic interventions relevant to clinical specialism	*					A/I

	Ability to manage complaints and prevent escalation wherever possible	*					A/I
	An ability to speak a non-European language.		*				A
5. Communication Skills	Able to motivate clients and carers to participate in treatment and carry out advice	*					A/I
	Ability to communicate complex information to parents /carers and other professionals in a variety of clinical situations.	*					A/I
	To be able to communicate effectively with children of all ages/abilities and their families.	*					A/I
	Able to demonstrate empathy, sensitivity, and tact.	*					A/I
	Ability to work as part of a broad multidisciplinary team and across organisations	*					A/I
	Able to deal with conflict successfully	*					A/I
6. Other Requirements	Ability to take majority of leave in school holidays	*					A/I
	<u>Accountability</u> – Takes responsibility for own actions and promotes good team working	*					A/I
	<u>Openness</u> – Shares information and good practice appropriately	*					A/I
	<u>Mutual respect</u> – Treats others with courtesy and respect at all times	*					A/I
	<u>Identifies own Training needs</u>	*					I

* Codes: A = Application Form
 I = Interview
 T = Test

Date: November 2019

6 speech and language therapist –Complex Needs Team

Knowledge Skills Framework Outline Form This form should be completed for each role identified within the Trust. There is a requirement to indicate the subset KSF levels to be achieved for use in foundation gateways as well as the KSF levels to be achieved at the second gateway.

		KSF DIMENSION	NEEDED FOR POST?	LEVELS				NOTES
				1	2	3	4	O=Foundation gateway: X= Final gateway
CORE DIMENSIONS		1 Communication	Yes				O X	See <i>job summary</i> and <i>clinical</i> section of JD
		2 Personal & People Development	Yes			O X		See <i>personal and professional development</i> section of JD
		3 Health Safety & Security	Yes		O X			See <i>health & safety, work conditions</i> and <i>clinical</i> sections of JD SLT works with eating, drinking & swallowing difficulties
		4 Service Improvement	Yes		O X			See <i>research</i> section in JD
		5 Quality	Yes		O	X		See <i>research</i> section in JD
		6 Equality & Diversity	Yes		O	X		See <i>equal opportunities</i> and <i>clinical</i> sections in JD
HEALTH & WELLBEING								
		HWB4 Enablement to address health and wellbeing needs					O X	See <i>clinical</i> section in JD
		HWB6 Assessment and treatment planning					O X	See <i>clinical</i> section in JD SLT works with interpreters on a regular basis

	HWB7 Interventions and treatments					O X	See <i>clinical section</i> in JD
GENERAL	G1 Learning and development			O	X		See <i>teaching & training section</i> in JD Required to train speech and language therapy undergraduate and post-graduate students
	G2 Development and innovation			O	X		See <i>clinical section</i> in JD See <i>research section</i> in JD