

## JOB DESCRIPTION

<b>Job Title: Highly Specialist Speech and Language Therapist (Complex Needs)</b>
<b>Base: Amersham</b>
<b>Agenda for Change banding: Band 7</b>
<b>Hours of Work: 26.25 hours (equivalent of 3.5 days) per week</b>
<b>Details of Special Conditions: <span style="background-color: yellow;">FIXED TERM CONTRACT – 9 Months</span></b>
<b>Managerial Accountability &amp; Professional Accountability: Theresa Drake, Clinical Co-ordinator for School Aged Children with Complex Needs, Marie Randall - Operational Lead SLT, CYP Therapies, Fiona Barry – Head of Service</b>

<b>MAIN PURPOSE OF THE POST</b>
<p>To work closely under the guidance of the School Age Complex Needs Clinical Coordinators to support and mentor members of the team working within the clinical specialism to fulfil their role within the service.</p> <p>The post holder will be involved in the delivery of specialist input to a care group consisting of children and staff within mainstream schools across all settings and key stages, including those who have Education Health &amp; Care Plans (EHCP) as a result of their complex communication difficulties who have severe motor speech difficulties, ABI and/or AAC and/or dysphagia needs. They will help to advise on the development of services in these clinical specialism areas. They will independently manage the caseloads in these settings. They may be involved in the delivery of child centred training. The Post holder will be involved in the assessment and support of children in mainstream settings who do not have EHCP with acquired brain injury.</p> <p>The post holder will be involved in the provision of assessments on site in mainstream schools for children who require AAC and in the support of junior colleagues. They will be involved in the design and delivery of training packages to settings.</p> <p>They will be involved in evidence-based, multi-agency projects to develop SLT services for school age children. The post holder will help to develop resources which could be used to develop both the skills and the confidence of Class Teachers to support children who use AAC within mainstream school settings.</p> <p>They will be required:</p>

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- To co-ordinate new starters within the clinical specialism (access to mentor, clinical supervision, etc.)
- To use specialist clinical skills to autonomously manage a specialist caseload of children with EHC plans with dysphagia/ ABI /AAC/Motor Speech needs.
- To provide specialist assessment, diagnosis and appropriate speech and language therapy for this specific caseload.
- To assist in the provision of specialist knowledge to a wide range of professions and agencies within the Buckinghamshire area.
- To undertake specific responsibilities pertaining to mainstream schools caseload as defined and designated by the Operational and/or Team Leads
- To act as expert witness at tribunals on behalf of the service for children with complex needs.
- To support the above with the provision of a high quality service across the County.
- To liaise with a wide range of professionals within the educational setting and iSEND.

## **RESPONSIBILITIES**

### **MAIN TASKS - PRINCIPAL DUTIES AND RESPONSIBILITIES:**

#### Managing patient care/clinical responsibilities

1. To assess, develop and implement specialist speech and language therapy treatment and be responsible for cessation of treatment.
2. To maintain up to date and accurate case notes in line with RCSLT professional standards and Buckinghamshire Healthcare NHS directives.
3. To make appropriate clinical decisions following assessments, including differential diagnosis on the basis of evidence from assessment/or to support others to perform this role.
4. Advise SLT Team Leads/clinical coordinators regarding therapy levels of input across the county and assist in equitable provision across county.
5. To provide second opinions where appropriate.
6. To develop specialist care plans founded in best practice for implementation by education staff in one-to-one, small group and classroom settings.
7. To use clinical skills to generate written reports reflecting specialist knowledge.
8. To contribute by report and verbal input to the Statutory Annual Review Process.
9. To provide appropriate specialist intervention and evaluate outcomes.
10. To ensure appropriate adaptation of therapy goals to the National Curriculum.
11. To use skills and knowledge to generate appropriate strategies for management of complex clinical issues, for example to undertake complex assessment for the purpose of tribunal and Education Health and Care Plans (EHCP).
12. To provide specialised advice in relation to the care group.
13. To work collaboratively and liaise with Specialist Teachers within the Local Authority (LA).

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14. To act as a specialist consultant to Special Educational Needs Coordinators (SENDCOs), Teachers, Learning Support Assistants and parents within mainstream schools/EY settings.
15. To demonstrate clinical effectiveness by use of evidence based practice and outcome measures as dictated by the Royal College of Speech and Language Therapists (RCSLT), local and national guidelines.
16. To involve clients, parents and carers in assessment, prioritisation and programme planning and implementation. To adapt practice to meet individual client circumstances, including due regard for cultural and linguistic differences
17. To demonstrate the ability to manage clients with challenging and antisocial behaviours including the application of appropriate management strategies
18. To work collaboratively within CYP therapy services and promote integrated care.
19. To support the operational manager and area leads in the organisation of a Rolling Programme of Continuing Professional Development for Clinical Staff.

### **Responsibility for resources**

#### **Financial & Physical**

1. To monitor stock levels in own specialist service area and inform your clinical coordinator of the need for new equipment as appropriate.
2. To be responsible for the security, care and maintenance of equipment, including equipment loaned to clients.

#### **Human Resources**

1. To support provision of mentoring, advice and support to more junior SLTs
2. To train, work in collaboration with, and monitor the work of Speech and Language Therapy Assistants within the context of skill-mix therapy.
3. To explain the role of SLT to visitors, students, volunteers and other professionals.
4. To participate in peer review and clinical supervision. Enabling joint reflection in all aspects of clinical care.

#### **Information Resources**

1. To share information with others, observing data protection guidelines.
2. To gather, update and provide activity data accurately and regularly in accordance with Buckinghamshire PCT directives.

### **Communication**

1. To employ excellent presentation skills, in the giving of presentations, training etc.
2. To communicate complex, sensitive information regarding to parents/carers regarding treatment and prognosis.
3. To demonstrate good negotiation skills and conflict resolution across a range of issues, including negotiations around case management in complex cases.
4. To demonstrate excellent interpersonal skills, to listen and counsel well, providing support and empathy without prejudice.

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5. To contribute to clinical teams, both multidisciplinary and unidisciplinary, by discussing own and others input around clients needs, ensuring a well coordinated care plan.
6. To present and communicate complex condition-related information in such a manner as to motivate and inform clients, carers, families and members of the multidisciplinary team /other professions. Adhering to confidentiality guidelines and protocols.
7. To negotiate with schools regarding the timetables for child contact resolving any conflict.
8. To deal with initial complaints sensitively, avoiding escalation where possible.
9. To form productive relationships with others who may be under stress and/or have challenging communication difficulties.
10. To advise other colleagues on a range of clinical issues.
11. To present work/developments to a broad range of audiences, including other professionals and users in order to promote multidisciplinary liaison and collaborative practice.
12. To actively contribute and participate in the LA annual review process with personal attendance and production of expert reports.

#### **Responsibility for research**

1. To participate in and collect and provide research data as required.
2. To assist with the implementation of Audit projects within area of expertise so as to inform best practice.
3. To ensure the evaluation of clinical practice by the measurement of clinical outcomes. This involves the collection, analysis and reporting of performance related data.
4. To participate in the development and implementation of clinical audit/risk management and the setting of quality standards in area of work.

#### **Education and training responsibilities**

1. To keep updated in terms of professional knowledge and skill and disseminate information.
2. To undertake mandatory training.
3. To be responsible for the delivery of core and specialist training on a range of subjects relating to the clinical specialism. To provide expert advice to non-specialists and other specialist/professionals within clinical field.
4. To identify personal/professional development needs evidenced by personal development plan/professional portfolio, developed within an appraisal framework.
5. To participate in the development of local, regional and national clinical guidelines, informed by evidence, for clinical specialism.
6. To identify and attend relevant conferences /training to ensure the maintenance and development of highly specialist skills and knowledge required by expert therapists in the clinical specialism. To disseminate information and knowledge gained from specialist training to team members and other personnel.

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7. To attend special interest groups (SIG) and/or clinical excellence networks (CEN) in areas of clinical specialism to ensure up to date knowledge on current models of best practice.
8. To participate in district liaison and meetings with other appropriate specialists to share expertise and evidence-based best practice.
9. To have a working knowledge of relevant procedures including child protection, special educational needs (SEND) procedures and other legal frameworks.
10. To maintain up to date knowledge of National Curriculum developments and Department for Education publications and policies.
11. To maintain up to date knowledge of the requirements of educational establishments, in order to fulfil student training responsibilities.
12. To provide clinical placements and support for SLT students, including final year students.

### **Strategic and service responsibilities**

1. To have an overview of the clinical service delivered by other team members, thereby ensuring co-ordinated delivery of an equitable and quality service.
2. To monitor and evaluate own clinical input and highlight any specific issues to the line manager.
3. To participate in Individual Performance Review, setting specific objectives relating to the clinical specialism.
4. To participate in the development & evaluation of objectives and projects relating to clinical specialist area in line with service, trust, government and local authority initiatives and to support peers in implementation.
5. To participate in risk management, quality standard setting, and clinical effectiveness.
6. To ensure best practice models are used in the delivery of SLT services to clients.
7. To participate in the development and implement care protocols, guidelines and standards for specialist area of the SLT and/or multidisciplinary service to clients.
8. To assist with the development of new service initiatives to ensure optimal client care and to participate in Specialist Service Reviews.
9. To attend departmental, clinical, team and other meetings relevant to the Speech and Language Therapy service.
10. To advise the Team Leads and Clinical Coordinators on issues of service delivery relating to changing demands, service pressures and re-deployment of resources, to maintain equity of service provision.
11. To undertake delegated tasks as requested by Heads of Service, SLT Team Leads and Clinical Coordinators.
12. To be aware of, adhere to and implement Trust, Service and team plans and policies, including:
  - The provision of regular, timely statistical returns in keeping with Trust requirements.
  - The maintenance of high quality clinical records in accordance with Service and Trust guidelines and within data protection guidelines.
  - Understanding and adherence to Trust Health & Safety requirements including attendance on mandatory training courses.

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- Participation in the Trust Incident Reporting and Risk Management procedures
- Working within infection control health and safety guidelines in order to deal appropriately with unpleasant conditions related to client contact as they arise; for example exposure to bodily fluids and infectious conditions.

**Organisational/administrative responsibilities**

1. To manage and prioritise own caseload/workload autonomously.
2. To organise and deliver a peripatetic service on a daily basis using flexibility, diplomacy.
3. To document therapy plans.
4. To plan and organise training.
5. To transport equipment and therapy materials.

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**Do not amend information below:**

**ADDITIONAL INFORMATION**

**Trust Values**



**ADDITIONAL INFORMATION**

**Health and Safety at Work Act**

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

**Confidentiality**

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 1998, the Confidentiality: NHS Code of Practice and Trust policy on confidentiality and Data Protection are applied to patient, staff and Trust business/information.

**Equal Opportunities**

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

**Managing Risk: Maintaining skills and learning from problems**

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

**COVID-19 Vaccinations**

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The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022. If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

### **Safeguarding of children and vulnerable adults**

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

### **Governance**

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

### **Information Management/ Data Quality**

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Records Management: NHS Code of Practice and Trust policy. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

### **Freedom of Information**

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

### **Travel to other sites**

You may be required to travel to other Trust locations. Please complete travel expense using the online system. Details of allowances can be obtained from the Human Resources Department.

### **Smoking statement**

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

### **General**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.

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