

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Highly Specialist Speech and Language Therapist</b> Paediatric Complex Needs & Dysphagia
<b>BAND:</b>	7
<b>DEPARTMENT:</b>	Children's Speech and Language Therapy
<b>DIRECTORATE:</b>	Specialist Services - CHN
<b>REPORTING TO:</b>	Clinical Lead Speech and Language Therapist
<b>ACCOUNTABLE TO:</b>	Head of Therapies

### JOB SUMMARY

To provide a highly specialist Speech and Language Therapy service to children (predominantly from birth to 18 years) with multiple and complex needs, including speech, language and communication, and eating, drinking and swallowing difficulties.

Deputise for the Clinical Lead & other Highly Specialist SLTs (Complex Needs) when appropriate.

Provide a service which takes account of the needs of clients from a range of ethnic and linguistic backgrounds.

### KEY RESPONSIBILITIES

1. To take a lead role in developing the Speech and Language Therapy service to children with complex needs & dysphagia, including developing care pathways and packages, developing assessment, therapy and training materials specific to this client group alongside the Clinical Lead for Complex Needs and the well-established Complex Needs team.
2. To provide specialist assessment and therapy for 0-16 children and young people in the areas of complex needs communication and dysphagia. This will likely include multidisciplinary working and liaising closely with hospital teams within Newham and larger referring hospitals.
3. To liaise with specialist teaching staff, classroom teachers and education support staff to provide highly specialist Speech and Language Therapy input to curriculum and programme planning.
4. To maintain close links with Speech and Language Therapy staff working in Early Years, School Age and Adult Teams within the trust to ensure smooth transition between phases as required.
5. Provide a consultative service when appropriate for Speech and Language colleagues around best practice in the field of complex needs & dysphagia.
6. Provide colleagues with the opportunity to extend their knowledge in the field of complex needs & dysphagia, encouraging staff development and advising service managers of specific needs.
7. To provide specialist training to Health and Education colleagues on a range of topics e.g. 'Supporting Children with Complex Needs & Dysphagia in the Mainstream Classroom'.



*We care*

*We respect*

*We are inclusive*



## MAIN DUTIES AND RESPONSIBILITIES

Patient Care	<ul style="list-style-type: none"> <li>• To provide a service which takes account of the needs of clients from a range of ethnic and linguistic backgrounds.</li> <li>• To screen, assess, diagnose, and implement Specialist Speech and Language Therapy treatment for clients, including communication aids (e.g.: symbols, voice-output devices etc).</li> <li>• To write reports reflecting specialist knowledge</li> <li>• To provide appropriate specialist intervention and evaluate outcomes</li> <li>• To provide advice to others regarding the management and care of clients with communication and/or feeding and swallowing difficulties.</li> <li>• To demonstrate good negotiation skills across a range of issues.</li> <li>• To negotiate with others around case management in complex cases.</li> <li>• To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures. This requires maintaining knowledge of current research and agreed best practice in working in the field of specialism.</li> <li>• To demonstrate skills in dealing with complex issues to generate appropriate strategies for caseload management.</li> <li>• To develop ideas of innovative practice in working in the promotion and development of children's communication skills in specialist area.</li> <li>•</li> </ul>
Clinical	<ul style="list-style-type: none"> <li>• To contribute to review meetings, inter-disciplinary discussion, discharge planning, case conferences and other meetings which are central to client care by discussing own and others' input around client needs ensuring a well co-ordinated care plan.</li> <li>• To develop links and work closely with other statutory and voluntary sector staff, as well as national charities, to ensure a high standard of client-care.</li> <li>• To communicate complex condition related information from assessment to clients, carers, families and members of the multi-disciplinary team/other professions.</li> <li>• To work closely with clients, carers and family, jointly making decisions relevant to client management.</li> <li>• To demonstrate empathy with clients, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist.</li> <li>• To demonstrate skills in motivating clients and/or carers to engage in the therapeutic process.</li> <li>• To demonstrate good negotiation skills in the management of conflict across a range of situations.</li> <li>• To deal with initial complaints sensitively, avoiding escalation where possible.</li> <li>• To participate in projects aiming to promote the Speech and Language Therapy profession and service.</li> <li>• To form productive relationships with others who may be under stress and/or have challenging communication difficulties.</li> <li>• To employ excellent, flexible communication skills.</li> <li>• To work effectively with Health Advocates and Speech and Language Therapy Bilingual Co-workers to provide an accessible and culturally-sensitive service as well as to gain vital information about home-language development.</li> </ul>

	<ul style="list-style-type: none"> <li>• To attend specialist short courses and advanced training in clinical specialist area.</li> <li>• To demonstrate specialist knowledge in clinical specialism underpinned by current evidence-based practice</li> <li>• To manage complex and specialist caseload independently.</li> <li>• To make highly specialist clinical decisions following assessment of complex cases.</li> <li>• To identify personal/professional development evidenced by Personal Development Plan/ Professional Portfolio developed within an appraisal framework, including objectives relating to specialism.</li> <li>• To participate in the development of local clinical guidelines informed by evidence for clinical specialism.</li> <li>• To participate in Individual Performance review ensuring that the objectives set reflect the service and Trust plans, including specific objectives relating to the clinical specialism.</li> <li>• To attend relevant training and development in order to maintain and develop skills and knowledge required of a specialist therapist working in the field of specialism.</li> <li>• To liaise with other specialist Speech and Language Therapists working in the specialist area both regionally and nationally through attending the Special Interest Groups network.</li> <li>• To maintain up to date Health Professions Council and RCSLT registration.</li> <li>• To demonstrate knowledge of, and adhere to RCSLT Professional and Clinical and National and Local Clinical Guidelines.</li> <li>• To develop and deliver specific specialist training (formal and informal) enabling effective interventions with the relevant client group.</li> <li>• To provide information, education and training to staff working with the relevant client group from health and social services in the area of communication and/or eating/drinking.</li> <li>• To keep up to date with new techniques and developments for the promotion and maintenance of good practice in the specialist area</li> <li>• To provide specialist advice to non-specialists and other specialists / professionals within clinical field.</li> <li>• To attend relevant courses, meetings and Special Interest Groups.</li> <li>• To adhere to the relevant procedures including: Safeguarding Children, Special Educational Needs (SEN) procedures, Working with Vulnerable Adults and other legal frameworks.</li> <li>• To adhere to the principles of Clinical Governance and their application to professional practice.</li> <li>• To develop knowledge of charities and voluntary sector groups.</li> <li>•</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Policy/Service Development/Implementation</li> <li>• To take a lead on the development of relevant team objectives or projects in liaison with colleagues.</li> <li>• Developing and updating care protocols for specific clinical issues within specialism, in liaison with colleagues, within and outside the SLT service.</li> <li>• To advise line manager on issues of service delivery including shortfall, service pressures, change in demand etc.</li> <li>• To assume delegated tasks as requested by line manager, including participation in working groups and policy development groups.</li> <li>• To develop care protocols/packages relating to specialist area in liaison with Team Manager to improve patient care.</li> </ul>

	<ul style="list-style-type: none"> <li>• To contribute to interagency/multi-disciplinary team building and policy development.</li> <li>• To be aware of, adhere to and implement service and team plans and policies.</li> <li>• To use specialist knowledge to inform service/policy developments as appropriate.</li> <li>• To maintain up to date and accurate case notes in line with the Royal College of Speech and Language Therapists' (RCSLT) professional standards as well as local trust policies.</li> <li>• To share information with others, observing data protection guidelines.</li> <li>• To gather and update activity data accurately and regularly, ensuring the provision of such information promptly within local Trust guidelines.</li> <li>• To contribute to, develop and maintain a store of specialist information and resources accessible to Speech and Language Therapy colleagues.</li> <li>• To provide leadership within appropriate specialist area(s).</li> <li>• To independently manage complex caseload.</li> <li>• To monitor and evaluate own specialist service-delivery and provide progress reports.</li> <li>• To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate.</li> <li>• To work within defined departmental and national protocols/policies and professional code of conduct.</li> <li>• To work independently, accessing appraisal within an Individual Performance Framework at pre-determined intervals.</li> </ul>
Management	<ul style="list-style-type: none"> <li>• To participate in and develop innovations in areas of risk management, quality standards-setting and clinical effectiveness.</li> <li>• To initiate and undertake Research/Clinical Governance / Audit projects.</li> <li>• To participate in departmental research and clinical governance/audit projects, taking a lead role where appropriate to area of specialism.</li> <li>• To collect, provide and evaluate research data as required</li> <li>• To supervise and line manage more junior staff</li> <li>• To undertake appraisal for more junior staff</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• To provide regular specialist training on a range of topics to a range of key personnel (e.g.: parents, Education Staff, other Speech and Language Therapists, other Health Staff).</li> <li>• To facilitate the development of others' problem-solving/negotiation skills within peer review/support.</li> <li>• To provide mentoring, advice and support to more junior Speech and Language Therapists, assistants, co-workers and volunteers.</li> <li>• To take responsibility for volunteers and Speech and Language Therapy Support staff as required and ensure that Trust and Speech and Language Therapy policies are adhered to by those staff.</li> <li>• To develop and provide full student placements, including student supervision and evaluation according to university and service requirements, for individual and/or groups of students.</li> <li>• To assist in supporting students from other professional groups.</li> <li>• To provide second opinions when required and advise Speech and Language Therapy staff on best practice in the field of specialism.</li> <li>• To explain the role of Speech and Language Therapists to visitors, students, volunteers and other professionals</li> </ul>

	<ul style="list-style-type: none"> <li>• To identify training needs within section/team.</li> <li>• To participate in service planning required to provide service cover in the event of staff absences.</li> <li>• To work alongside/supervise bilingual co-workers and work through Health Advocates in order to ensure access to an equitable service for all.</li> </ul>
Performance and Quality	<ul style="list-style-type: none"> <li>• To reflect on auditory, visual and kinaesthetic aspects of client's communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness.</li> <li>• To negotiate with carers, clients and others around individual case-management.</li> <li>• To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve as appropriate.</li> <li>• To use specialist knowledge to inform sound clinical judgements/decision-making for case-management.</li> <li>• To make differential diagnoses on the basis of evidence from assessment seeking advice as appropriate.</li> <li>• To develop clear care plans based on best practice.</li> <li>• To demonstrate the ability to reflect on practice with peers and mentors and identify own strengths and development needs.</li> <li>• To target training (formal and informal) appropriately to the needs of course participants.</li> <li>• To reflect on and evaluate training provided.</li> <li>• To adapt practice to meet individual patient/client circumstances.</li> <li>• Planning and Organisational Skills</li> <li>• To independently manage and prioritise own caseload.</li> <li>• Participate in any service planning required to provide service cover in the event of staff absences.</li> <li>• To independently manage and prioritise own workload.</li> <li>•</li> </ul>
Financial and Physical Resources	<ul style="list-style-type: none"> <li>• To monitor stock levels in own service area and request new equipment as appropriate.</li> <li>• To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to clients.</li> </ul>

#### JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder..

<b>Statement on Employment Policies</b>	
In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-	
<b>Health and Safety</b>	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
<b>Equal Opportunities</b>	<p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
<b>Dealing With Harassment/ Bullying In The Workplace</b>	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.</p>
<b>No Smoking</b>	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
<b>Alcohol</b>	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
<b>Confidentiality</b>	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&amp;T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
<b>General Data Protection</b>	To maintain the confidentiality of all personal data processed by the organisation in line with the provisions of the GDPR.





<b>Regulation (GDPR)</b>	As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People & Culture Department.
<b>Safeguarding</b>	All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.
<b>Service User and Carer Involvement</b>	ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.
<b>Personal Development</b>	Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.
<b>Quality Improvement</b>	The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.
<b>Professional Standards</b>	To maintain standards as set by professional regulatory bodies as appropriate.
<b>Conflict of Interests</b>	You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.
<b>Risk Management</b>	Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.
<b>Personal and Professional Development/Investors in People</b>	The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.
<b>Infection Control</b>	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:</p> <p>Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.</p> <p>Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTION METHOD (S/I/T) *
<b>Education/ Qualification</b>	<ul style="list-style-type: none"> <li>Recognised Speech and Language Therapy Degree/Post graduate degree Qualification or equivalent</li> </ul>	Essential	S
	<ul style="list-style-type: none"> <li>Health Professions Council – Licence to Practice</li> </ul>	Essential	S
	<ul style="list-style-type: none"> <li>Registered Member of Royal College of Speech and Language Therapists</li> </ul>	Desirable	S
	<ul style="list-style-type: none"> <li>Evidence of successful completion of relevant specialist short courses</li> </ul>	Essential	S/I
	<ul style="list-style-type: none"> <li>Attendance at specific training for infant dysphagia management</li> </ul>	Desirable	S
	<ul style="list-style-type: none"> <li>Membership of relevant Special Interest Groups / CENs</li> </ul>	Desirable	S/I
<b>Experience</b>	<ul style="list-style-type: none"> <li>Relevant clinical experience</li> </ul>	Essential	S/I
	<ul style="list-style-type: none"> <li>Relevant specialist experience post qualification</li> </ul>	Essential	S/I
	<ul style="list-style-type: none"> <li>In-depth experience within specialist area</li> </ul>	Essential	S/I
	<ul style="list-style-type: none"> <li>Infant experience with children under 1</li> </ul>	Desirable	S/I



<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills – including observation, listening and empathy skills</li> </ul>	Essential	I
	<ul style="list-style-type: none"> <li>• Highly developed Negotiation and Problem-solving skills</li> </ul>	Essential	S/I
	<ul style="list-style-type: none"> <li>• Ability to work independently</li> </ul>	Essential	S/I
	<ul style="list-style-type: none"> <li>• Demonstrates excellent analytical and reflection skills</li> </ul>	Essential	I
	<ul style="list-style-type: none"> <li>• Well developed concentration</li> </ul>	Essential	I
	<ul style="list-style-type: none"> <li>• Skills in planning, assessing and implementing intervention for client group</li> </ul>	Essential	S/I
	<ul style="list-style-type: none"> <li>• Awareness and sensitivity to the needs of clients from a range of ethnic and linguistic backgrounds</li> </ul>	Essential	S/I
	<ul style="list-style-type: none"> <li>• Excellent presentation skills, both written and verbal including ability to write clear and concise reports</li> </ul>	Essential	S/I
	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> </ul>	Essential	S/I
	<ul style="list-style-type: none"> <li>• Good working knowledge of relevant information technology</li> </ul>	Essential	S/I
	<ul style="list-style-type: none"> <li>• Prioritisation skills</li> </ul>	Essential	I
	<ul style="list-style-type: none"> <li>• Good auditory discrimination skills and ability to transcribe speech phonetically</li> </ul>	Essential	I/T
	<ul style="list-style-type: none"> <li>• Demonstrates ability to be a good team member and assume leadership responsibilities</li> </ul>	Essential	I
	<ul style="list-style-type: none"> <li>• Demonstrates ability to work in partnership with relevant agencies</li> </ul>	Essential	I
	<ul style="list-style-type: none"> <li>• In-depth knowledge of a broad range of assessment tools relevant to the specialist client group</li> </ul>	Essential	S/I
	<ul style="list-style-type: none"> <li>• In-depth knowledge of national policies and procedures (relevant to specialist client group)</li> </ul>	Essential	I
	<ul style="list-style-type: none"> <li>• In-depth knowledge of a range of appropriate therapeutic interventions (relevant to the client group) and an ability to compare and contrast relative benefits</li> </ul>	Essential	I
	<ul style="list-style-type: none"> <li>• In-depth knowledge of the principles of clinical governance / audit</li> </ul>	Essential	S/I
	<ul style="list-style-type: none"> <li>• Awareness of standards of record keeping</li> </ul>	Essential	S/I
<b>Other</b>	<ul style="list-style-type: none"> <li>• Interest in further developing experience in relevant care group</li> </ul>	Essential	S/I
	<ul style="list-style-type: none"> <li>• Willing and able to work flexibly across sites</li> </ul>	Essential	S/I

S: Shortlisting I: Interview T: Test

JD prepared Nov 23