

Job Title:	Senior/Specialist Speech & Language Therapist
Reports to (job title):	Team Leader
Line Manager to:	n/a

## Job purpose

To provide assessment, diagnosis and specialist, evidence-based intervention to children referred for speech and language therapy (SLT).

To provide information and support to parents, carers, the wider children's workforce and other professionals.

## Base

Our Children's Community Health Team provision supports our Surrey-wide service, and you will be based at one of our Office Hubs across Surrey with the opportunity for hybrid working.

HCRG Care Group is a flexible-first employer, whilst you will have an office base, our teams are agile and work in flexible/hybrid arrangements.

## This post is responsible for

- Providing high quality, child-centred care for children on a designated community SLT caseload
- To work with leading on the development of the preschool age service (Family Hubs, nurseries and in families' homes)
- Leading and supporting therapists, assistants and students working within the preschool and school-age age team
- Providing highly specialist knowledge and skills within relevant clinical area

## Key responsibilities

### Planning and organisational tasks / duties:

- To manage own delegated caseload of children independently across a variety of settings

- To work with carers, the multidisciplinary team and the wider children's workforce to provide a co-ordinated approach to children's speech, language and communication needs
- To contribute to service development and key performance targets
- To work in partnership with other agencies in order to meet local and national objectives as agreed with commissioners
- To supervise and allocate work to assistants, SLT students and less experienced therapists, as required
- To advise and provide clinical support to other therapists in areas of more specialist knowledge, according to role and clinical experience.
- To plan and deliver training programmes to other professionals, carers and less experienced SLTs and SLT assistants
- To participate in the recruitment, selection and interview process when required

## Patient Care Responsibilities

- To assess, differentially diagnose and formulate treatment plans in collaboration with parents, carers and other professionals, write assessment reports, provide appropriate intervention and evaluate treatment outcomes
- To work closely with clients, carers, families and the wider children's workforce agreeing decision making and intervention relevant to the child's management
- Contributes specialist information to joint planning of targets for children on own caseload
- To participate in multiagency meetings including safeguarding case conferences
- Provides and receives complex, sensitive information whilst working with parents and carers to agree future management
- To communicate assessment and treatment results to the appropriate disciplines by reports and letters. To include completing reports in a standardised format for the Local Authority education department to enable them to formulate Education, Health and Care Plans, Annual Reviews and to support the educational tribunal process if required.
- To adapt own clinical practice to meet the needs of individual child and family, including due regard for cultural and linguistic differences
- To seek advice and supervision where appropriate

## Operational delivery:

- To provide information and advice about speech, language and communication development and access to speech and language therapy to other professionals and carers
- To work with children with a variety of disorders and their carers across the service.
- To work flexibly in order to provide an equitable service to all children, in conjunction with the SLT team.

- Form and maintain strong communication links with the Pre-Birth to 19 service (Healthy Family Team), Early Years settings and schools within area of responsibility, working in partnership with other stakeholders
- To complete incident forms when appropriate and discuss pertinent issues regarding adverse incidents with line manager and others involved.
- Assess, report and manage any risk, clinical and non-clinical, in line with Risk Management Policy
- Positively participate in and promotes Clinical Governance, thus ensuring the highest quality of practice is maintained, within the service
- Implement service policies and procedures on a daily basis in own work area
- Participate in discussions on policy and propose changes to working practice
- To ensure that any Safeguarding concerns are reported appropriately, following local policies and procedures.
- To demonstrate use of evidence-based practice and participation in clinical audit
- To comply with mandatory training, ensuring that this is completed in a timely manner.
- Takes responsibility for own continuous professional development and actively participates in clinical supervision

## Outline of Provisional Job Schedule:

- Clinical duties may be in early years settings, schools, home or SLT clinic/Family Hub
- Administrative work may be undertaken at office base or through remote working from home as agreed and depending on the particular tasks being undertaken
- Laptop and mobile phone are provided to support remote and agile working

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

## Care

- Inspire
- Understand
- Communicate

## Think

- Challenge
- Improve
- Learn

## Do

- Accountability
- Involve
- Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- Recognised Speech and Language Therapy degree or equivalent (Post Graduate Diploma or MSc in Speech and Language Therapy leading to registration with HCPC)
- Health and Care Professions Council Licence to Practice (HCPC)
- Member of the Royal College of Speech and Language Therapists
- Minimum of 2 years post qualification experience
- Member of relevant Clinical Excellence Network
- Evidence of relevant post graduate training, internal or external
- Evidence of continuing professional development
- Specialist knowledge of assessments and interventions for client group
- Knowledge of national and local policies and procedures relevant to client group and role
- Understanding of the role of other professionals (relevant to care group)
- Awareness of policies and procedures relating to Child Protection
- Experience of managing own caseload and to work effectively with a range of client groups
- Experience of delivering and developing training
- Excellent communication and interpersonal skills with ability to establish positive relationships and mutual respect with people at all levels
- Ability to work effectively within a multi-disciplinary team
- Ability to analyse and interpret data
- Effective problem solving skills
- Able to adapt flexibly to changing priorities

### Desirable

- Knowledge /training in PCI, Hanen strategies.
- Knowledge/training in educational training packages e.g. ELKLAN, WellComm
- Knowledge/training in signing e.g. Makaton
- Knowledge/training in ASD strategies and interventions e.g. PECS, SCERTS, ADOS
- Demonstrable experience of working in the NHS

Other requirements: the successful applicant will need to be a car driver



# Job Description

**Employee signature**

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**Manager signature**

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