

<b>Job Title:</b>	B7 Lead Speech and Language Therapist – Dysphagia and Complex Needs
<b>Reports to (job title):</b>	Children’s Therapies Manager
<b>Line Manager to:</b>	Dysphagia and Complex Needs B6 SLT and SLTA

## Job purpose

To lead on SLT service provision to children and young people with dysphagia and complex needs in conjunction with the Team Leads and Children’s Therapies Manager.

To deliver Highly Specialist SLT input to infants, children and young people with dysphagia and complex needs across community settings.

To ensure a high standard of child centred service delivery is achieved in line with best practice and commissioning intentions.

## Base

Tree House Family Hub,  
Parnall Road,  
Harlow,  
CM18 7NG

## This post is responsible for

- Leading on the development of the dysphagia and complex needs service
- Leading and supporting therapists and assistants working within the dysphagia and complex needs team
- Line management of designated colleagues within the SLT team
- Providing highly specialist knowledge and skills within relevant clinical area

## Key responsibilities

Planning and organisational tasks:

- Contributes to service development in area of specialism and key performance targets.

- Works collaboratively with other service leads and specialists to develop and deliver an effective and cohesive service.
- Works in partnership with other teams/agencies in order to meet local and national objectives, as agreed with commissioners
- Contributes to the review and updating of policies and procedures relating to management and diagnosis within area of specialism.
- Line manages, supervises and allocates work to assistants, SLT students and less experienced therapists.
- Advises and provides clinical support to other therapists in area of specialism.
- Plans and delivers training programmes to other professionals, carers and less experienced SLTs and SLT assistants.
- Participates in the recruitment, selection and interview process when required.
- Liaises with other professionals working with the same client group in a range of settings and contributes specialist knowledge.

## Patient Care:

- Manages own highly specialist caseload of children independently, across a variety of settings, including acute and community settings.
- Works with carers and the multidisciplinary team to provide a co-ordinated approach to children's feeding and swallowing needs.
- Provides highly specialist clinical skills in designated clinical area.
- Uses highly specialist knowledge to assess, analyse, interpret and compare complex information to make a differential diagnosis.
- Formulates evidence-based treatment plans in collaboration with carers and other professionals, writes assessment reports, provides appropriate intervention and evaluates treatment outcomes.
- Contributes highly specialist information to joint planning of care plans and targets for children on own caseload.
- Participates in multiagency meetings including Team Around the Child meetings and child protection case conferences.
- Provides and receives complex, sensitive and sometimes distressing information, whilst working with parents and carers and agreeing future management.
- Demonstrates advanced communication skills with all team members and stakeholders.

- Communicates assessment and treatment results to the appropriate disciplines by reports and letters. Includes 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.
- Implements and reviews care pathways in area of specialism, ensuring that the service is flexible, responsive, effective and informed by best practice.
- Adapts own clinical practice to meet the needs of individual child and family, including due regard for cultural and linguistic differences.
- Seeks advice and supervision where appropriate.

## Operational delivery:

- Leads on the provision of the SLT dysphagia service and the development of this service.
- Provides information and advice about eating, drinking and swallowing development and access to speech and language therapy to other professionals and carers.
- Works with children with a variety of disorders, including those within specialist area and their carers across the service.
- Works flexibly in order to provide an equitable service for children in area of specialism, in conjunction with the SLT team.
- Forms and maintains strong communication links with appropriate community and medical teams, including Healthy Family Teams, Specialist Children's Services, specialist tertiary centre teams, Early Years settings and schools as appropriate.
- Works in partnership with other professionals and stakeholders within specialist area.
- Completes incident forms when appropriate and discusses pertinent issues regarding adverse incidents with line manager and others involved.
- Investigates and responds to formal and informal complaints in conjunction with line manager.
- Assesses, reports and manages any risk, clinical and non-clinical, in line with Risk Management Policy
- Positively participates in and promotes Clinical Governance, thus ensuring the highest quality of practice is maintained, within the service.
- Ensures that any Safeguarding concerns are reported appropriately, following local policies and procedures.
- Demonstrates use of evidence-based practice and participation in clinical audit
- Complies with mandatory training, ensuring that this is completed in a timely manner.

- Takes responsibility for own continuous professional development, particularly in area of specialism, informing Team Leaders and Children's Therapy Manager of the impact of research and guidance on local policies and procedures
- Participates actively in relevant Clinical Excellence Network
- Actively participates and provides clinical supervision in specialist area
- Ensures data is collected and reported to the relevant clinical lead/manager as requested

## Outline of Provisional Job Schedule:

- Clinical duties will usually be home visits or in a clinic/Family Hub
- Leadership and line management duties may be undertaken at an official base or through remote working from home as agreed and depending on the particular tasks being undertaken
- All team members are provided with a laptop and mobile phone 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)
- Fully registered member of Royal College of Speech and Language Therapists
- Minimum of 4 years post qualification experience with at least 3 years working in the area of specialism
- Post graduate qualification in paediatric dysphagia
- Completion of RCSLT Dysphagia Competencies to 'Highly Specialist' level
- Experience of managing own caseload within area of specialism
- Experience of working with children in area of specialism
- Highly specialist technical skills relevant to the specialist area of practice acquired through advanced training and significant experience
- Highly specialist clinical skills and knowledge relevant to the specialist client group including assessment, diagnosis and management
- In depth and expert knowledge of a range of appropriate therapeutic interventions (relevant to the client group)
- Experience of developing case management skills in less experienced staff
- Experience of providing second opinions
- Experience of providing clinical supervision to other SLTs/SLTA
- Understands the roles of other professionals (relevant to care group) and current education/health policies
- Member of relevant Clinical Excellence Network
- Evidence of relevant post graduate training, internal or external, in specialist area
- Evidence of continuing professional development
- Knowledge of national and local policies and procedures relevant to client group
- Familiar with policies and procedures relating to Child Protection
- Knowledge of NHS, Education and Social Care policy and directives where these impact on area of specialism or service delivery
- Experience of delivering and developing training within the area of specialism
- Excellent communication and interpersonal skills with ability to establish positive relationships and mutual respect with people at all levels

# Job Description

- Ability to communicate and receive complex and sensitive information
- Able to analyse and interpret complex data
- Effective problem-solving skills with ability to evaluate options and develop clear and realistic implementation plans

## Desirable

- Demonstrable effective management and leadership skills
- Demonstrable ability to initiate and take forward innovative projects
- Experience of providing SLT input into the acute setting (neonatal and children's wards)
- Experience of Videofluoroscopy
- Experience of working with children with complex communication needs
- Knowledge and experience of assessment and therapeutic interventions for children with complex communication needs

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

**Employee signature**

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**Manager signature**

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