|  |  |
| --- | --- |
|  | |
| Job Title: | Band 6 Specialist Speech and Language Therapist – Preschool Complex Needs – full time / part time. |
| Reports to (job title): | Claire Galloway – Clinical Lead, Paediatric Speech and Language Therapy |
| Line Manager to: | Vicky Millgate – Team Lead, Preschool Complex Needs |
|  | |

## Job purpose

To provide a specialist speech and language therapy service to children on the Pre-School Complex Needs (PCN) caseload. This will include providing specialist speech and language therapy to children with a wide range of communication, feeding and social communication difficulties as well as offering training and support to parents, families, and relevant early years staff.

To provide clinical supervision and support for speech and language therapists within the team.

Base

Based at St. Martin’s Hospital with visits to early years settings. Clinic appointments are offered to families at St Martin’s Hospital and the Royal United Hospital, Bath. Homeworking for administrative activities is also an option as appropriate**.**

This post is responsible for

Managing a caseload of preschool children with multiple and complex needs including children with severe learning and/or physical difficulties, rare syndromes, autism and degenerative conditions.

This will involve:

* Assessment and differential diagnosis of a child’s communication, social interaction and feeding needs using standardised assessments, reflection of auditory, visual, and kinaesthetic aspects of a child’s communication, informal observation, specialist knowledge and consultation with parents and preschool staff
* Skills in handling children with severe disabilities
* Specialist knowledge to inform sound clinical judgements/decision making for case management
* Identification of appropriate strategies to facilitate and enhance communicative effectiveness, and to develop and implement specialist speech and language therapy treatment using information gained through assessment and to develop clear care plans based on evidence-based practice and evaluation of outcomes

To write reports reflecting specialist knowledge for parents, preschool staff, NHS personnel including consultant paediatricians, educational psychologists, and the local education authority

To demonstrate the ability to reflect on practice with peers and mentors and identify own strengths and development needs

To negotiate with others, including preschool staff, special school staff, other medical personnel, and the Special Educational Needs team around case management in complex cases

To ensure that children, when appropriate and their relatives/carers are involved in the planning and prioritisation of their care plans wherever possible

To adapt practice to meet individual children’s circumstances, including due regard for cultural and linguistic differences.

To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures.

To demonstrate skills in dealing with complex issues to generate appropriate strategies for caseload management

To contribute to interagency/multi-disciplinary team building

To advise line manager on issues of the specialist service delivery including shortfall, service pressures etc

To be aware of and adhere to service and team plans and policies

To use specialist knowledge to inform proposed service/policy developments as appropriate

Financial, physical and information resources

To monitor equipment needs in own service area and request new equipment as appropriate

To co-ordinate necessary equipment needs for delivery of training

To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safely are maintained – including equipment loaned to clients

To maintain and provide full, accurate and comprehensive case records notes in line with RCSLT professional standards and local trust policies and to provide timely and accurate statistical data

To gather activity data accurately and regularly, ensuring the provision of such information promptly within local guidelines

To share information with others about a child’s communication needs which may involve child protection issues with others, including mainstream school staff, and preschool workers observing data protection guidelines

Supervisory and training responsibilities

To demonstrate specialist knowledge when working with preschool children with multiple and complex needs and those with complex communication difficulties underpinned by current evidence-based practice

To participate in the development and delivery of other specialist training (formal and informal) alone and with others

To target training appropriately to the needs of course participants and to reflect on and evaluate training provided

To assist with the identification of training needs within the team

To supervise the work of assistants and volunteers

To participate in student placements as appropriate

To provide mentoring to more junior speech and language therapists

To explain the role of speech and language therapists to visitors, students, and volunteers

To be responsible for liaison, support, and training to a wide range of parents and staff in a variety of locations.

Research and Development

To participate in and develop innovations in area of risk management, quality standards setting and clinical effectiveness

To undertake clinical governance/audit projects within the paediatric SLT service

To participate in departmental research and clinical governance/audit projects

To collect and provide research data as required

To contribute to the evaluation of the service to the paediatric SLT service and to implement change where appropriate

Professional Responsibilities

To manage and prioritise own complex caseloads independently and to manage and prioritise own workload

To demonstrate the ability to reflect on practice with peers/clinical supervisor and identify own strengths and development needs

To be accountable for own professional actions and recognise own professional boundaries, seeking advice as appropriate

To work within defined departmental, organisational, and national protocols/policies and professional code of conduct

To work independently accessing appraisal within an individual performance framework at pre-determined intervals

To contribute to clinical teams both multidisciplinary and uni-disciplinary by discussing own and others input around clients needs, ensuring a well-co-ordinated care plan

To participate in own Appraisal to identify personal/professional development ensuring that the objectives set reflect the organisation’s plans including specific objectives relating to the clinical specialism

To attend relevant training and development to maintain skills and knowledge required of a specialist therapist working in the field of preschool special needs and children with a wide range of communication difficulties and to maintain up to date HCPC and RCSLT registration

To demonstrate knowledge of and adhere to RCSLT professional and clinical and national and local clinical guidelines

To develop a working knowledge of relevant procedures including: Safeguarding Children, SEN procedures, and other legal frameworks

To develop a working knowledge of the principles of clinical governance and their application to professional practice

Communication

To communicate complex condition related information from assessment to clients, carers, families, and members of the multi-disciplinary team/other professions to facilitate joint working to maximise the effectiveness of speech and language therapy input and engage children and parents in therapy

To work closely with clients, carers, and families, agreeing decision making relevant to the patient/client management

To demonstrate empathy with clients, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding for example learning difficulties or parents in distress, coming to term with a child’s diagnosis, exist

To demonstrate skills in motivating clients and/or carers to engage in the therapeutic process

To demonstrate negotiation skills in the management of conflict across a range of situations,

To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve

To deal with initial complaints sensitively, avoiding escalation where possible

To form productive relationships with others who may be under stress and/or have challenging communication difficulties

To write reports for Education, Health and Care Plans in line with current legislation

To input into annual reviews or a child’s progress in accordance with the Education Act

**Contacts**

Parents and carers or families to explain what treatment has been recommended and explore with them how best this can be approached

Parents and families for training

Junior members of the speech and language therapy team for advice and support

Speech and Language therapy students for clinical training and support

Speech and language therapy assistants for support and guidance

Staff in early years settings, both teachers and support staff, for liaison, training and support and advice into speech and language therapy targets

Teachers of the deaf, social workers, medical staff including consultants, nurses, physio and occupational therapists, and nursery nurses to inform, jointly plan and evaluate developmental, communication and educational targets

Local education authority for advice into Education Health and Care Plans.

A variety of professionals for training

**Working Conditions**

To work within infection control and health and safety guidelines to deal appropriately with unpleasant conditions related to client contact as they arise: for example exposure to body fluids, infectious conditions, encountered on a regular and frequent basis for example, autistic children who lick flesh, bite, spit, and sneeze.

To have due regard for own personal safety and that of children/carers, in particular to have regard to moving and handling regulations, restraining policies and ensure the safe positioning of self and others.

To employ appropriate strategies to manage aggressive behaviour including verbal abuse and frequent unpredictable physical behaviour within the workplace including hair pulling, furniture throwing and physical aggressions from autistic children.

To travel between base and several early years settings and other locations daily.

To work alone ensuring appropriate risk management and lone worker policies are observed.

To be flexible to the demands of the environment including unpredictable work patterns, deadlines, and frequent interruptions.

To manage the unpredictable physical behaviour of young people with emotional and behavioural difficulties.

To always maintain sensitivity to the emotional needs of young people and their parents/carers in particular when imparting potentially distressing information regarding the nature of a young person’s difficulties and implication of the same.

To demonstrate the ability to manage young people with challenging behaviours including the application of appropriate management strategies.

SPECIAL NOTE:

This job description does not form part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

This job description is not a complete list of duties but is intended to give a general indication of the range of work undertaken. It will vary over time as demands and priorities within the NHS change. Significant changes in the range of work undertaken will be made only after discussion with the post holder.

## Key responsibilities - Do I need to add anything more here or do you think It Is already covered??

* XXXX
* XXXX

Proposed job plan

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Outline of Provisional Job Schedule:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

## 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** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * 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 2018 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](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/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.

## Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company’s medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company’s medicines policy where appropriate training has been given and competencies have been achieved.

## 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 Qualification or equivalent
* Health Professions Council – Licence to Practice
* Registered member of Royal College of Speech and Language Therapy
* Membership of relevant Clinical Excellence Networks
* Well established knowledge of assessment tools relevant to preschool children
* Well established knowledge of national policies and procedures relevant to the specialist client group
* In depth knowledge of a range of appropriate therapeutic interventions relevant to the client group and an ability to compare and contrast relative benefits
* Well established knowledge of the principles of clinical governance and audit
* Understanding of the roles of other professionals relevant to the client group
* Knowledge of the standards of record keeping
* Excellent interpersonal skills – including observation, listening and empathy skills
* Highly developed negotiation and problem-solving skills
* Excellent diplomacy skills
* Demonstrates excellent analytical and reflection skills
* Demonstrates ability to be a good team member including working with other agencies
* Prioritisation skills
* Excellent presentation skills both written and verbal
* Excellent organisational skills
* Prioritisation skills
* Experience working with children with speech, language and communication needs and associated emotional and behavioural difficulties.
* Experience of developing relationships with staff from other agencies/organisations and management teams
* Experience in developing communication policies and practices
* Experience of carrying out clinical supervision
* Experience of co-ordinating, developing and delivering a programme of specialist training
* Valid UK Driving License and access to a car in order to carry out duties of the post

Desirable

* Post graduate training in paediatric dysphagia**.**

|  |
| --- |
| Employee signature |
| Manager signature |