

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Paediatric Speech Language Therapist
Band:	5
Directorate:	Families
Department:	CYPTS
Base:	To be confirmed
Responsible to:	Operational Service Manager
JD updated:	April 2023

Job Purpose:

The post holder works as part of the Children and Young People's Therapy Service area team to deliver a Speech and Language Therapy Service to children and young people from 0 – 19 years with speech, language and/or communication impairments. They carry a caseload of children and young people who have speech, language and/or communication difficulties as part of the Children and Young People's Therapy Service in Somerset NHS Foundation Trust

Duties and Responsibilities

Communication and Key Working Relationships

- Informs referrers of therapeutic assessment, intervention and outcomes.
- Maintains and provides full, accurate and comprehensive case records and reports.
- Refers on to other specialist Health and Education services as appropriate.
- Demonstrates skills in motivating clients and/or carers and staff to engage in the therapeutic process.
- Is involved in the training of staff in relevant agencies and generally to promote the understanding of SLT and the needs of clients with speech, language and communication impairments.
- Liaises with Speech and Language Therapists in adjoining Trusts and participates in inter-Trust CPD activities.

Planning and Organisation

- Plans, manages and prioritises own patient caseload independently.
- Identifies opportunities for integrated clinical working and joint pathways with Occupational Therapy and Physiotherapy colleagues.
- Works individually and as part of SLT, integrated therapy and other multi-disciplinary and multi-agency teams to provide a service for children and young people who have speech, language and communication difficulties.
- Reviews and discharges individual clients appropriately. Revised April 2020 - 2 –
- Adapts practice to meet individual patient's circumstances, including due regard for cultural and linguistic differences.



Analytics

- Carries out appropriate measures in order to monitor efficacy of management, as required, and to contribute to the overall measurement of standards
- Provides accurate and timely statistical data.

Responsibility for Patient / Client Care, Treatment & Therapy

- Independently assesses, diagnoses, formulates care plans, writes assessment reports and provides appropriate intervention for clients with speech, language and communication impairments.
- Gathers relevant information from a variety of sources to inform diagnosis and decision making about individual clients.
- Provides intervention and evaluates outcomes.
- Involves clients, where appropriate, and their parents/carers in planning therapy programmes.
- Reflects on the auditory, visual and kinaesthetic aspects of a client's communication and identifies appropriate strategies to facilitate and enhance communicative effectiveness.
- Develops clear care plans based on best practice.
- Advises clients, carers and staff in Health and other agencies on supplementary or alternative means of communication, as appropriate.
- Actively involves patients in decisions about their own healthcare.
- Works with parents and Education staff to plan and evaluate developmental and educational targets relating to speech, language and communication.
- Provides advice, training and support to educational staff, outside agencies, parents and carers, as appropriate, which may involve training in specific therapy techniques acquired via postgraduate training.
- Provides advice for Education, Health and Care Plans (EHCP) and to contribute to Individual Education Plans.
- When appropriate, writes reports, attends team meetings, case conferences, parents' meetings and contributes to Annual Reviews of EHCPs.

Policy, Service, Research & Development Responsibility

- Attends postgraduate training and special interest groups to maintain and update skills and knowledge.
- Attends all mandatory training as required by Somerset NHS Foundation Trust.
- Attends and contributes to staff meetings and contributes to the Trust-wide activities of the Children and Young People's Therapy Service.
- Contributes to research, as appropriate, and participates in departmental research design and implementation.
- Participates in service evaluation and development initiatives within the Children and Young People's Therapy Service, in consultation with the Team Managers and Operational Service Manager.

Responsibility for Finance, Equipment & Other Resources

- Selects and prepares appropriate equipment required for the implementation of SLT Revised April 2020 - 3 - programmes.
- Provides advice, training and support to individuals using equipment ordered or supplied by staff in the Children and Young People's Therapy Service to ensure its safe use.
- Maintains clinic and office equipment in good order, reporting defects or shortfalls in equipment to the office administrator;
- Is responsible for the security of own case notes and equipment in base and in transit



Responsibility for Supervision, Leadership & Management

- Supervises the work of Learning Support Assistants, trainees and volunteers;
- Supervises the work of CYPTS Therapy Support Practitioners on individual cases or when running joint groups.

Information Resources & Administrative Duties

- Adheres to Somerset NHS Foundation Trust's Speech and Language Therapy and CYPTS Care Pathways and Protocols and national and local standards and guidelines relating to professional practice.
- Deals with initial complaints sensitively and passes on to supervisor or Team Manager at the earliest opportunity
- Is aware of and adheres to current legislation and employer procedures relating to the post.

Any Other Specific Tasks Required

- There may be an element of lone working in clinic premises.
- The post holder will on occasions be in contact with bodily fluids
- They will be expected to cope with relatives or carers experiencing shock and distress over their children's communication impairments.
- They are likely to be required to impart complex or sensitive information to patients or carers where understanding may be limited.
- The post holder will be expected to communicate sensitive and potentially distressing or contentious information to others in an appropriate manner.
- The post will require frequent travelling to schools and other places of work within Somerset and, on occasions, outside the Trust.
- The post holder will be required to transport therapy assessments, equipment and client case notes to other places of work.
- The work will require the ability to sustain intense concentration for patient assessment and management.



Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role

Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.



Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

Review of Job Description

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder. All employees have a responsibility to abide by all Trust Policies.



Person Specification

Requirement	Essential / Desirable	How Assessed
<p><u>QUALIFICATIONS & TRAINING</u></p> <ul style="list-style-type: none"> Recognised Degree or equivalent in Speech and Language Therapy HCPC registration Membership of RCSLT 	E E E	
<p><u>KNOWLEDGE</u></p> <ul style="list-style-type: none"> Up to date theoretical knowledge Knowledge of current Educational and National Curriculum issues Knowledge of symbol and signing systems of communication Basic knowledge of IT and computer skills 	E E D E	
<p><u>EXPERIENCE</u></p> <ul style="list-style-type: none"> Experience in paediatric Speech and Language Therapy at undergraduate level working with children with a wide range of speech, language and communication difficulties Experience in paediatric Speech and Language Therapy at post-graduate level 	E D	
<p><u>SKILLS & ABILITIES</u></p> <p>Communication Skills</p> <ul style="list-style-type: none"> Evidence of a good standard of literacy/English language skills ECDL qualification or equivalent Able to work collaboratively in a multidisciplinary team Able to work closely with other SLTs and with OTs and PTs Good verbal and written communication skills for a range of audiences including clients/carers Compassionate – exceptional interpersonal skills with the ability to communicate effectively with patients, carers and relatives about complex and sensitive issues remaining sensitive and empathetic. Listens to others’ views, respecting and valuing individual patient needs. Excellent social, interpersonal and presentation skills Ability to manage situations of conflict and work towards a resolution. <p>Analytical & Judgement Skills</p> <ul style="list-style-type: none"> Able to use sound clinical judgement to select the most appropriate intervention from a range of options 	E D E E E E E E E E	



<ul style="list-style-type: none"> Professional and patient focussed approach with inspirational skills, acting as a role model to colleagues and junior staff members. Ability to recognise and manage challenging situations in a calm and professional manner. Flexible and adaptable to different working environments and modes of service delivery. To be able to demonstrate an awareness and responsibility whilst recognising the impact frequent exposure to distressing circumstances has on care and compassion. <p>Planning & Organising Skills</p> <ul style="list-style-type: none"> Good organisational and time management skills Able to work independently to prioritise tasks <p>Physical Skills</p> <ul style="list-style-type: none"> High level auditory perception skills 	E E E E E E	
<p>COMMUNICATION SKILLS</p> <ul style="list-style-type: none"> Able to demonstrate a good standard of English language 	E	
<p>OTHER</p> <ul style="list-style-type: none"> Willingness to use technology to improve standards of care and support to our patients Appropriate professional presentation. Able to demonstrate self-motivation and initiative. Willing to explore and implement new policies, approaches and techniques Aware of limitations of own knowledge and experience. Car driver or otherwise mobile with appropriate business insurance 	E E E E E E	
<p>SUPPORTING BEHAVIOURS</p> <p>To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.</p> <ul style="list-style-type: none"> Kindness Respect Teamwork 		



SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions	x		
Working in physically cramped conditions		x	
Lifting weights, equipment or patients with mechanical aids		x	
Lifting or weights / equipment without mechanical aids	x		
Moving patients without mechanical aids		x	
Making repetitive movements		x	
Climbing or crawling		x	
Manipulating objects		x	
Manual digging		x	
Running		x	
Standing / sitting with limited scope for movements for long periods of time	x		
Kneeling, crouching, twisting, bending or stretching	x		
Standing / walking for substantial periods of time		x	
Heavy duty cleaning		x	
Pushing / pulling trolleys or similar		x	
Working at heights		x	
Restraint ie: jobs requiring training / certification in physical interventions		x	
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another (give examples)	x		
Carry out formal student / trainee assessments		x	
Carry out clinical / social care interventions	x		
Analyse statistics		x	
Operate equipment / machinery		x	



Give evidence in a court / tribunal / formal hearings		x	
Attend meetings (describe role)	x		
Carry out screening tests / microscope work		x	
Prepare detailed reports	x		
Check documents		x	
Drive a vehicle	x		
Carry out calculations	x		
Carry out clinical diagnosis	x		
Carry out non-clinical fault finding		x	
Emotional Effort	Yes	No	If yes - Specify details here - including duration and frequency
Processing (eg: typing / transmitting) news of highly distressing events		x	
Giving unwelcome news to patients / clients / carers / staff	x		
Caring for the terminally ill		x	
Dealing with difficult situations / circumstances	x		
Designated to provide emotional support to front line staff		x	
Communicating life changing events		x	
Dealing with people with challenging behaviour	x		
Arriving at the scene of a serious incident		x	
Working conditions – does this post involve working in any of the following:	Yes	No	If yes - Specify details here - including duration and frequency
Inclement weather		x	
Excessive temperatures		x	
Unpleasant smells or odours	x		
Noxious fumes		x	
Excessive noise &/or vibration		x	
Use of VDU more or less continuously	x		
Unpleasant substances / non household waste		x	
Infectious Material / Foul linen		x	



Body fluids, faeces, vomit		x	
Dust / Dirt	x		
Humidity		x	
Contaminated equipment or work areas		x	
Driving / being driven in Normal situations	x		
Driving / being driven in Emergency situations		x	
Fleas or Lice		x	
Exposure to dangerous chemicals / substances in / not in containers		x	
Exposure to Aggressive Verbal behaviour	x		
Exposure to Aggressive Physical behaviour		x	

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			

