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| **JOB DESCRIPTION AND PERSON SPECIFICATION FOR** | **Specialist Speech & Language Therapist** |
| **AGENDA FOR CHANGE BAND** | \*\*SUBJECT TO BANDING\*\* |
| **HOURS AND DURATION** | As specified in the job advertisement and the Contract of Employment |
| **AGENDA FOR CHANGE REFERENCE NUMBER** | \*\*SUBJECT TO BANDING\*\* |
| **DBS LEVEL** | Enhanced DBS with Adults and Children’s Barred Lists Check |
| **REPORTS TO** | Clinical Lead |
| **ACCOUNTABLE TO** | Speech and Language Therapy Family Service Manager |
| **LOCATION** | The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements. |
| **JOB SUMMARY** | |
| * To provide effective and impactful clinical leadership of the relevant specialism within the speech and language therapy team within Leicester, Leicestershire, and Rutland. * The post holder will have specialist knowledge and experience, and act as the expert for the speech and language therapy team and patients within the relevant field. * The post holder will be responsible for holding their own caseload and support other members of the team with caseload management. * The postholder will be responsible for expert clinical supervision across the speech and language therapy team. * High level communication skills and negotiation are necessary for delivering highly complex clinical information to support both patients and staff. * To actively participate and lead in the development of quality improvements for service delivery. * To create and maintain evidence-based, high quality clinical pathways, in the relevant specialism. * To participate in service level conversations and provide clinical specialist insight into service development, as appropriate. * To manage complaints related to quality and clinical practice across the speech and language therapy team. * To deputise for clinical lead as appropriate. | |

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| **MAIN DUTIES AND RESPONSIBILITIES** |
| 1. To demonstrate the Trust’s values in everything you do in the work environment and live up to LPT’s Leadership Behaviours. 2. To be responsible in the use and expenditure of the Trust’s resources that you utilise. 3. Delivery of Effective Healthcare within the organisation    1. To be responsible for own practice and accountable for all aspects of the speech and language therapy (SALT) process (case history, clinical assessment, treatment and intervention, evaluation, and discharge planning), as appropriate for designated clinical specialism.    2. To have clinical responsibility for a designated caseload of patients and to organise this effectively regarding clinical priorities and in line with the Trusts waiting/response times and service priorities.    3. To provide aspects of clinical leadership as agreed with the family service manager and clinical leads to ensure high quality and effective service delivery.    4. To be accountable for the effective management of referrals, waiting lists, case prioritisation and care coordination within specialist clinic    5. To be jointly accountable for reviewing the Children’s SALT service and ensuring the skill mix and therapeutic programme content meets the needs of the patients.    6. To develop and deliver in-service and external training to a range of audiences, to meet patient needs.    7. To attend and/or lead clinical case and caseload reviews and present feedback to the operational and clinical leadership team accordingly.    8. To maintain accurate and timely patient records in the electronic patient record and to fulfil record keeping standards in accordance with LPT policy, RCSLT and HCPC.    9. To participate and lead as agreed, relevant clinical, team and professional meetings to contribute to the optimum level of care for the patients and ensure effective liaison with other agencies/family/carers.    10. To communicate and liaise with all disciplines, other agencies, families, and carers to ensure good professional working relationships and to keep them abreast of developments within the SALT Therapy.    11. To work in collaboration with a range of stakeholders and partners, to develop the local offer for children, young people, and their families. 4. Establishing Effective Leadership and Communication    1. To communicate and work collaboratively with patients, families/carers, other disciplines, and other agencies to ensure good professional working relationships are maintained. Communication skills of explanation, motivation, negotiation, and sensitivity will be used in a variety of situations.    2. To provide support to the management of the therapy team as agreed with the Operational Leads and to be responsible for the supervisory management of relevant clinical staff including the implementation and monitoring of appraisals and identification of continuous professional development for themselves and the team.    3. To lead and co-ordinate professional and personal development of all staff within the defined speciality, motivating and developing staff as appropriate.    4. To provide specialist advice, teaching and education to patients, families/carers and other professionals to promote understanding of the aims of SALT interventions and to ensure a consistent approach to patient care.    5. Offer joint consultations and supervision to less experienced members of the SALT team.    6. To hold responsibility for defined projects.    7. To identify service priorities and initiate developments in consultation with the Clinical Lead/Service Manager.    8. To assist the Clinical Lead / Service Manager in the organisation and co- ordination of the SALT services provided to ensure that the diverse needs of the patient group are effectively met.    9. To highlight and adapt specialist pathway provision to the needs of the population, ensuring that health inequalities are represented in service development and future planning.    10. To investigate clinical quality concerns within the team where appropriate.    11. To lead complaints and concerns when associated with clinical quality or pathway provision.    12. To participate in the formulation of SALT and MDT operational policies and clinical guidance and be part of organisational changes. To ensure also that these policies function in an effective and professional manner within the SALT service.    13. Respond and adapt specialist pathway in line with division & trust strategic priorities. 5. Continuing Education, Professional and Personal Development    1. Undertake the Trust’s corporate and local induction and maintain your learning and compliance with training requirements for your role.    2. Participate in supervision via agreed review and appraisal mechanisms.    3. It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development.    4. To adhere to the Royal College of Speech and Language Therapy (RSCLT) Ethics and Professional Conduct and HCPC standards of proficiency to make autonomous clinical decisions and participate in the development of SALT quality standards, local clinical guidelines and adhere to trust policies and procedures.    5. To lead on new ideas and modern working practices for development within the Service, and to improve the quality standards of care with evidence-based practice and outcomes for all patients.    6. To develop and maintain highly specialist professional practice knowledge and skills in the specialist area.    7. To lead in training to external agencies in consultation with Clinical Lead and Service Manager.    8. To contribute to the development of all students and offer and accept placements for SALT students to provide experience in the clinical field.    9. To demonstrate willingness to develop computer literacy skills and utilise these within practice where appropriate.    10. To maintain own clinical and professional development by keep abreast of current national and local health and social care priorities. To keep up to date with treatment techniques and interventions for area of specialty through training and other activities in order to ensure maintenance of competencies, use of relevant evidence-based practice into treatment and continual professional development. This will be done in consultation with the Clinical Lead and Service Manager.    11. To lead in-service training programme including critiquing and implementation of recent evidence, attend and present at peer group meeting, training sessions, external courses etc. and carry out reflective practice.    12. Sound understanding of a balanced system and graduated approach to speech and language therapy, and its implementation across a system.    13. Demonstrate solution focused approaches to complex issues arising in practice at a service level, generating ideas for improvement and communications. 6. Clinical Governance, Reduction of Risk, Audit and Research    1. To lead on the formulation of SALT and MDT standards, operational policies, pathway guidance and service documentation.    2. To take a lead, contribute to and support other staff in audit, quality improvement, research and development and recommendations on evidence based clinical practice.    3. To comply with the policies and procedures relating to the service in accordance with Trust Directives.    4. To be aware of national and local policies and directives affecting provision of clinical services.    5. To lead on investigating, responding, and resolving complaints and serious incidents, identifying themes and trends, and ensuring lessons learnt are embedded into practice.    6. To identify, record, mitigate and manage risks relevant to specialist area.    7. To take appropriate responsibility for the security of documents and key holder status equipment and materials used within a therapeutic session.    8. To lead on appropriate quality measures to ensure service activity is monitored more effectively.    9. To carry out and contribute to ongoing assessments of risk and the development of risk management strategies within the SALT service.    10. To undertake clinical supervision and appraisal of SALT staff to support staff, ensure quality of care for the patients and achieve all relevant standards in line with clinical governance.    11. To contribute appropriate professional input into the development of clinical governance initiatives in conjunction with the Clinical Lead.    12. To be involved in the regular review process of the SALT service in conjunction with Clinical Lead, to ensure optimum standards of care are maintained within the allocated resources.    13. To undertake regular audit activity within specialist area, to ensure high quality care for every child, young person and their family. 7. Management and use of Resources and Information    1. All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner.    2. To comply with policies and procedures relating to the SALT Service in accordance with Trust directives.    3. To always ensure confidentiality of patients and employers’ business.    4. To maintain high standards of Clinical Record Keeping, report writing including electronic data and recording e.g., ESR, and provide statistical returns as requested.    5. To lead on the compilation of reports and policy documents when necessary.    6. To maintain accurate sickness, annual leave and time in lieu records as required by the Clinical Lead and Service Manager.    7. Manage resources in line with CQC, LPT and RCSLT standards. |
| **COMMUNICATION AND WORKING RELATIONSHIPS**  The post holder will:   * Work closely with multidisciplinary colleagues, regarding clinical work, and with other professionals from within the appropriate MDT and outside agencies and stakeholders as appropriate. * Communicate appropriately with patients and their carers during their clinical role, some of which may be aggressive, have challenging behaviours or barriers to understanding. * Communicate with students of all professions. * Gather the voice of the child/young person and their family to ensure that intervention is patient focussed and agreed collaboratively. * Work with service users to ensure that their experiences are considered in all areas of service development. * To liaise accordingly with safeguarding, vulnerable adult’s team, Police to ensure safety of our patients. * To support the Team/Clinical/Operational Lead to liaise with key stakeholders to demonstrate meeting the standards of the service. * To liaise and work with advocacy agencies to meet patient’s needs. * To utilise Interpreters as appropriate to ensure effective communication to meet patient’s needs. * To develop and represent your service in professional networking conferencing and regional events. |
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| **ENVIRONMENTAL FACTORS**   1. Physical Effort    1. Sitting or standing in a restricted position for short periods.    2. Sitting on the floor and standing from the floor during clinical contacts.    3. Driving for significant amounts of time to cover the geographical area.    4. To have a degree of physical fitness to meet the demands of the job, including carrying out moving and handling, and setting up equipment as part of the day-to-day job. 2. Mental Effort    1. Ability to maintain intense concentration in all aspects of work for prolonged periods.    2. Flexible to mental demands of the environments, e.g., deadlines and frequent interruptions.    3. Engaging patients in activities whilst completing assessment/intervention, writing comprehensive session notes, and explaining activities and rationale to patients/carers.    4. Frequently requires high concentration to manage an ever-changing caseload with highly complex presentations which may be unpredictable. 3. Emotional Effort    1. Able to identify and recognise stress factors in self and others and to utilise coping mechanisms and signposting to appropriate support services.    2. Ability to maintain sensitivity to emotional needs of others, particularly when imparting potentially distressing information.    3. Ability to cope with the emotional stress of staff related problems and patient complaints whilst maintaining emotional resilience. 4. Working Conditions    1. To work within infection control and health and safety guidelines.    2. To deal with differing environments across the community visits. This could include pets and unhygienic conditions.    3. To work within lone working policy guidelines as required. |
| The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post. |

# OUR LEADERSHIP BEHAVIOURS: IT STARTS WITH ME

Our leadership behaviours framework set the standards of expectation we aspire to in our daily work. Meeting these standards and developing the capability to exceed them, will not only ensure that we continue to improve and respond flexibly to changing needs as an organisation, but will also help our staff to fulfil their potential, both in terms of personal achievement and career advancement.

The behaviours we expect to see at LPT are:



## ADDITIONAL INFORMATION

## The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

## MOBILITY

## The person specification for the role will detail the mobility requirements of the post.

## However, employees may be required to work at any of the other sites within the organisation subject to consultation.

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| POLICIES AND PROCEDURES All staff should comply with the Trust’s Policies and Procedures. It is the employee’s responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements |
| **SAFEGUARDING CHILDREN AND ADULTS**  The Trust takes the issues of Safeguarding Children and Adults and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust’s requirements under relevant legislation. |
| **MENTAL CAPACITY ACT**  All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment. |
| **MAKING EVERY CONTACT COUNT** All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily, and becoming more active. The Trust’s Making Every Contact Count programme has further information. |
| **HEALTH AND SAFETY**  It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are always maintained. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.  All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.   * To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. * To co-operate with their employer as far as is necessary to meet the requirement of the legislation. * Not to interfere with intentionally or recklessly or misuse anything provided in the interest of health and safety or welfare.   These duties apply to all staff whenever and wherever they are engaged on Trust business. |
| DATA PROTECTION In line with national legislation, and the Trust’s policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit, and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.  The post holder must be familiar with and comply with all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.  The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.  Personal Data must be:   * Processed lawfully, fairly and in a transparent manner. * Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. * Adequate, relevant, and limited to what is necessary. * Accurate and where necessary, kept up to date. * Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed. * Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction, or damage. |
| **CONFIDENTIALITY**  The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust.  All data should be treated as confidential and should only be disclosed on a need-to-know basis.  Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records.  Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data.  In addition, staff must not access personal information unless authorised to do so as part of their role.  Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality.  All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.  With the increased use of information technology and e-communications, staff should also be aware that safeguards are in place to protect the privacy of individuals when using this mechanism, both inside and outside of work. This includes the use of social media i.e., Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.  All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.   1. Justify the purposes of using confidential information. 2. Only use it when necessary. 3. Use the minimum that is required. 4. Access should be on a strict need to know basis. 5. Everyone must understand his or her responsibilities. 6. Understand and comply with the law. 7. The duty to share information can be as important as the duty to protect patient confidentiality.   If there is any doubt whether someone has legitimate access to information, always check before you disclose. |
| EQUALITY AND DIVERSITY We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to consider the provisions of the Equality Act 2010 to advancing equal opportunity. You must act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e., age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.  In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area. |
| **INFECTION CONTROL**  All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff, or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control. |
| **COUNTER FRAUD**  Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60. |
| SMOKING AT WORK The Trust has a “Smoke Free Policy”, which applies to:   * All persons present in or on any of the Trust grounds and premises. * All persons travelling in Trust owned vehicles (including lease cars) whilst on official business. * Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business. * When wearing an NHS uniform. |
| **ELECTRONIC ROSTERING**  ‘Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role’. Person Specification |

| **Person Specification**  **Selection Criteria**: | **3. Essential/**  **Minimum**  **1. Desirable** | **Stage measured at. You must demonstrate the required criteria at all stages indicated** | | | |
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| **Appli-cation form** | **Intervi-ew** | **Test** | **Prese-ntation** |
| Demonstrates a commitment to the Trust’s Values **1.1** Valuing one another.  **1.2** Recognising and valuing people’s differences.  **1.3** Working together.  **1.4** Taking personal responsibility.  **1.5** Always learning and improving | 3  3  3  3  3 |  | X  X  X  X  X |  |  |
| **Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated)**  **2.1** Undergraduate or master’s degree in Speech and Language Therapy.  **2.2** Registration with the RCSLT.  **2.3** Registration with the HCPC.  **2.4** Additional specialist post graduate training relevant to specialist clinical area.  **2.5** Evidence of continuing professional development in the last 12 months.  **2.6** Leadership or management course / qualification or willingness to work towards. | 3  3  3  2  3  2 | X  X  X  X  X  X | X |  |  |
| Knowledge and Skills **3.1** Understanding of the role of the speech and language therapist within the specialist area.  **3.2** Extensive understanding of assessment and intervention models in the specialist area.  **3.3** Sound understanding of clinical governance, it’s application and risk.  **3.4** Knowledge of relevant legislation and national/regional/local issues impacting upon clinical area of specialism.  **3.5** Knowledge and skills in leadership and transformation within healthcare.  **3.6** Decision making and problem-solving skills.  **3.7** Record keeping and report writing skills.  **3.8** Excellent verbal and written communication and interpersonal skills.  **3.9** Skills in managing complaints and implementing learning.  **3.10** Ability to reflect and critically appraise own and others’ performance.  **3.11** Ability to take a lead and work in partnership with other members of the MDT in the delivery of a specialist clinical pathway. | 3  3  3  3  3  3  3  3  3  3  3 | X  X  X  X  X  X  X  X  X  X  X | X  X  X  X  X  X  X  X  X  X  X |  |  |
| **Experience (both work and ‘life’ related)**  **4.1** Significant post registration experience as a advanced speech and language therapist.  **4.2** Significant experience in assessment and intervention in the specialist area.  **4.3** Experience of research / audit / quality improvement / transformation.  **4.4** Experience embedding research and evidence into practice.  **4.5** Experience of co-production.  **4.6** Experience of providing clinical supervision and mentorship.  **4.7** Experience of MDT working to improve outcomes for CYP.  **4.8** Experience of developing and delivering high quality training to a range of audiences. | 3  3  2  3  2  3  3  2 | X  X  X  X  X  X  X  X | X  X  X  X  X  X  X  X |  |  |
| **Personal Attributes**  **5.1** Professional approach  **5.2** Emotional resilience  **5.3** Ability to use own initiative to provide information, develop the service offer and support other staff.  **5.4** Flexibility  **5.5** Positive and enthusiastic attitude towards the profession and clinical area.  **5.6** Special interest in clinical leadership and quality, transformation, and change. | 3  3  3  3  3  3 | X  X  X  X  X  X | X  X  X  X  X  X |  |  |
| Standard Requirements **6.1** Commitment to Equality & Valuing Diversity Principles  **6.2** Understanding of Confidentiality & Data Protection  **6.3** Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides) | 3  3  3 | X  X  X | X  X  X |  |  |
| **Mobility**  Own transport and ability to drive are essential. | 3 | You must demonstrate how you would meet the stated mobility requirement on your application form | | | |