**JOB DESCRIPTION**

**JOB TITLE** Highly Specialist Speech and Language Therapist

(Children’s)

**GRADE/BAND** 7

**LOCATION** Pinderfields Hospital with an admin base at Featherstone Health Centre: The post holder may be required to work elsewhere in the Trust when necessary

**RESPONSIBLE TO** Clinical Lead for Dysphagia Speech and Language Therapist

**ACCOUNTABLE TO** Children’s Therapy Service manager

**JOB PURPOSE**

To be able to autonomously carry out, analyse and develop complex assessment and intervention packages for this client group & carry a clinical caseload of children in the acute inpatient setting and community, as well as special schools and mainstream schools.

To receive support and leadership from the Clinical Lead Speech and Language therapist as required.

Where appropriate, to refer to, contribute and support the coordination, of instrumental assessment clinics, including videofluoroscopic swallow study (VFSS), including adherence and training relevant to clinical policies and procedures, such as IR(ME)R (Ionising Radiation (Medical Exposure) Regulations) and non-medical referring.

To provide regular and flexible input to the children’s wards and to develop working relationships, training and support to the ward staff; including supporting rota cover to the ward.

To participate in regular dysphagia team meetings and clinical supervision, including providing clinical supervision to the rest of the SLT team working with patients accessing the dysphagia service on their caseload.

To coordinate, help deliver and develop training packages to our own staff and partner agencies.

To promote high quality client-centred care ensuring clients are treated with dignity, equity and respect.

To promote effective communication and support for clients, their families and carers.

To manage own workload and coordinate that of others within the various teams.

1. **Professional**

* To implement Trust wide/departmental policies, procedures and guidelines.
* Maintain a professional appearance in line with the Trust dress code.
* Uphold the Trust’s values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the post holder, maintaining the public confidence.
* Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person he/she comes into contact with in the course of his/her business.
* Uphold the privacy and dignity of the patient and respect the equality of patients at all time.

**2. Key Responsibilities**

* To support the clinical lead in coordinating the paediatric dysphagia service for the children of Wakefield and their families.
* To carry out delegated duties as directed by Clinical Lead Speech and Language Therapist.
* To support triage of dysphagia referrals in a timely manner and accept/decline where appropriate giving reasons why, to referring areas.
* To undertake dysphagia assessments in order to determine a child’s specific needs then plan, implement and evaluate care.
* To be proactive in undertaking relevant CPD relating to paediatric dysphagia and cascading training to colleagues as appropriate.
* To organise and participate in, clinical supervision in a timely manner, offering clinical support to the team as and when required. To ensure effective learning opportunities take place to achieve outcomes for self & the team through mentorship and formal study.
* To coordinate and support running of the community feeding clinic for initial assessments.
* To support triaging of referrals into the videofluoroscopy service (where appropriate), attend clinics to support assessment and support with clinical feedback following exam.
* To undertake clinical audit of, such as referrals into the Service, as directed by Clinical Lead.
* Initiate and promote excellence in clinical practice acting as a role model within the team you work within.

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* To maintain a culture which recognises and works in partnership with clients and their carers, involving them in all decisions relating to their care delivery.
* To work with the Local Authority, private, third and voluntary services, ensuring effective timely communication between all agencies.
* To ensure effective communication within the MDT which can include paediatric consultants, dieticians, pharmacists and other stakeholders.
* To contribute to the dissemination of information between team members, using effective communication channels.
* To liaise effectively with the paediatric SLT team leader & other members of the team, other agencies, clients and their carers to ensure an efficient system of communication. Be able to vary how information is communicated dependent on the recipients, this may include complex or sensitive information.
* To comply with Health & Safety policies within the Trust and report any accidents or untoward incidents occurring whilst on duty in accordance with Trust policies. Providing support for the root cause analysis of any accidents or incidents.
* Maintain and update skills and knowledge through life-long learning, especially within the sphere of children’s services.
* Demonstrate a proactive approach to team working and a commitment to team development.
* To maintain standards in ongoing health information, both electronic and paper-based, ensuring safe keeping and confidentiality, accurate record keeping of relevant data and profiling. To input clinical information onto SystmOne as per Trust policy.
* To maintain confidentiality, privacy and dignity in relation to the patients and their treatment at all times.
* To undertake all mandatory / essential training as required by the Trust.
* Concisely record in the client’s notes all communications with relatives and other agencies to form a comprehensive record and enable consistent information to be given by members of the team.
* Maintain a tidy, clear working environment, being aware of potential health and safety hazards to self, other members of staff, clients and visitors. Report any faults / breakages as they occur to the appropriate department.
* To demonstrate and maintain own knowledge and awareness of recognising and responding appropriately to safeguarding the needs of vulnerable children.
* To adhere to infection prevention policies to reduce and minimise risks of heath care acquired infections and participate in infection prevention audits.

**3. Resources and Finance**

* The post holder will ensure the proper use of the Trust’s resources such as stationery, telephone usage, photocopying and other consumables in the course of business, ensuring minimal waste and minimal cost.
* The post holder will take responsibility for stock-control within own area of work including the ordering of thickener and utensils as needed.

**4. Organisational Responsibilities**

* To maintain the confidentiality of the Trust in respect of patient and staff information obtained at all times, and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.

All staff at Mid Yorkshire Teaching NHS Trust have the responsibility for safeguarding adults, young people, children and unborn. This includes all employees:

* Having an understanding of relevant safeguarding policies, including the Mental Capacity Act policy.
* Attending all mandatory safeguarding training in accordance with their role.
* Having a responsibility to recognise and act upon any safeguarding/child protection concerns.

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**5. Personal Responsibilities**

* The post-holder is responsible for taking reasonable care with regard to himself/herself as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post-holder in accordance with the Trust’s policies on Health and Safety at Work.
* To report any accident, untoward incident or loss relating to staff, patients or visitors according to Trust policies.
* To undertake in-service training relevant to the post.
* Comply with Trust Policies and Procedures.

**6. Area of work**

* The post holder will be expected to work routinely on the Children’s Wards including HDU, CAU and NNU, in community sites including special schools and mainstream schools, within the health centre and patient’s own homes.
* The post holder will be required to undertake training events at any site across the trust.
* The post holder may be required to work within other parts of the speech therapy team at short notice to cover unplanned sickness or to cover planned sickness or annual leave.

**7. Staff Development, Training and Education**

* The post holder will be required to undertake mandatory training and is responsible for keeping this training up to date.
* The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in line with the Trust’s (KSF) Knowledge & Skill Framework, in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
* The Trust will provide assistance and agreed development to enable the post holder to achieve their objectives and standards in line with the development plan.
* If the post holder feels he/she is not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity.

**8. Health and Safety**

* Work in accordance with Health and Safety regulations at all time.
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety policy.
* Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer.
* Assist when required to do so, in any risk assessment activity undertaken.

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business, which he/she comes into contact with.  All staff are expected to respect the requirements of the Data Protection Act 1998, as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopted a “bare below the elbow policy” in January 2008. The trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g. the patient’s own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to him/her as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the

post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

##### Continuing Professional Development

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

# Smoke Free Policy

The Mid Yorkshire Hospitals NHS Trust has a Smoke Free Policy

Smoking is not permitted: -

1. Inside any building owned or used by or in areas used by Mid Yorkshire Hospitals NHS Trust staff in buildings shared with other organisations
2. In the grounds and car parks of premises of The Mid Yorkshire Hospitals NHS Trust
3. In the entrances of any The Mid Yorkshire Hospitals NHS Trust buildings
4. In the immediate areas outside The Mid Yorkshire Hospitals NHS Trust
5. In vehicles owned or leased by The Mid Yorkshire Hospitals NHS Trust

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service.

**WYAAT**

Mid Yorkshire Teaching NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care.  By working for Mid Yorkshire Teaching NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

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**PERSON SPECIFICATION**

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| **POST TITLE: Highly Specialist Speech and Language Therapist (Children’s) POST REF NO:000427 LOCATION:** | | | |
| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| **Qualifications** | * Speech and Language Therapist Degree * HCPC relevant registration * Post graduate accredited qualification in dysphagia to RCSLT Level C or above * Training in Neonatal Dysphagia to Level C on RCSLT Competencies | * RCSLT membership * Masters level credits in relevant field | AF |
| **Experience** | * Highly specialist skills in assessing and treating children with Dysphagia * Use and analysis of a variety of SALT assessments relevant to the client group * Extensive experience of assessment & work with children with Dysphagia from neonatal through to teenage years * Work within a variety of settings and with a variety of agencies * Experience of working within a hospital setting * Experience of use of effective outcome measures (e.g. TOMS) * Extensive experience of work with school age children   having complex needs   * Evidence of providing clinical supervision * Team management skills | * Worked within a special school setting * Previous experience of referral and attendance at videofluoroscopy clinics * Experience of using cervical auscultation or willingness to undertake training * Evidence of clinical leadership skills | AF, I ,P |
| **Knowledge and Awareness** | * An understanding of and ability to apply the current evidence base to clinical practice * Breadth of knowledge of complex conditions related to the caseload including (but not limited to) TOF, GORD, cleft, tracheostomy, laryngomalacia, and neurodevelopmental disorders. * Ability to establish good working relationships across agencies and professional disciplines * Evidence of relevant ongoing professional and clinical development to a highly specialist level * Knowledge and ability to implement IDDSI across a range of settings * Willingness to engage in leadership training (e.g. LEO) | * Knowledge of health & safety policy and risk assessments relating to area of practice | AF, I |
| **Skills and Abilities** | * Evidence of providing accurate records of communication consistent with legislation, policies & procedures * Evidence of appropriate communication with people on complex matters and/or complex issues * Understanding & experience of inter-agency working & services available within health & social care and education services * IT literate | * Clinical audit & evaluation | AF, I |
| **Personal Attributes** | * Promote equality & value diversity * Professional attitude & positive role model * Ability to work autonomously & as part of a team * Ability to work in challenging environments * Deal with conflict, good problem solving skills and negotiation |  | I, |
| **Other** | * Ability to travel across the district * Flexibility with regards to patterns of work * Able to carry out duties commensurate with the role |  | AF, I  Occupational Health Interview |

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