

Job Title	<i>Newly Qualified Speech and Language Therapist</i>
Responsible to	<p><i>Clinical Director or through delegation to the Lead Clinician for the designated Clinical Multi-disciplinary Team.</i></p> <p><i>The post is located within a designated service and the post holder is required to ensure their role delivery and activity meets the agreed expectations of the Head of Division</i></p> <p><i>Therapy Assistants (under supervision)</i></p>
Responsible for	
Key Internal Contacts	<p><i>Other staff within the Clinical team</i></p> <p><i>Staff in other departments within the service</i></p> <p><i>Staff in other services in the Region Central</i></p> <p><i>Office Staff</i></p>
Key External Contacts	<p><i>Service User relatives, advocates, and others Placing</i></p> <p><i>Authorities and Service Providers</i></p> <p><i>Registration, Regulatory and Inspection bodies</i></p> <p><i>Local Services – Statutory, Voluntary and Community</i></p> <p><i>Neighbours</i></p>

JOB ROLE & PURPOSE

This role is suitable for newly qualified speech and language therapists (NQP SaLT). Initially you will be required to work under supervision in your service/s while completing your RCSLT competencies, which will take a minimum of 12 months and could take up to 2yrs in some cases. You will be expected to take ownership during the competency period for your knowledge and skills development in line with RCSLT guidelines and the OFG NQP framework.

Following competencies being signed off by your clinical supervisor, you will be able to work more independently within the team. As a registered practitioner you are personally responsible for your



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professional practice and maintenance of CPD, however you will be provided with opportunities by Outcomes First Group (OFG). You will work closely with your line manager and clinical supervisor to create a responsive SaLT service where you work, and to ensure that evidence-based practice is delivered in line with OFG policies and guidelines.

As part of the multi-disciplinary team but under supervision you will provide advice, information, mentoring to staff, other members of the multi-disciplinary team and other agencies regarding the scope of SaLT practice relevant to individuals in the service where you work. Individuals will present with a wide range of often complex communication strengths, differences, traits, difficulties and needs profiles. This will include individuals who present behaviours that challenge. The support offered will be under the guidance of your Line Manager and Clinical Supervisor.

You will be required to undertake information gathering, screening and assessment and report writing, which will be under the supervision of your clinical supervisor and Line Manager until it is felt that you are able to do this more independently. Under supervision, you may support a therapy assistant on your site to deliver intervention programmes. You will be expected to undertake all aspects of SaLT clinical duties, working within the ethical framework provided by the rules of professional conduct.

KEY TASK AREAS & RESPONSIBILITIES

Professional and Clinical

- To carry out Speech and Language Therapy (SaLT) assessments on individuals with diverse presentations. This will be with the support of your clinical supervisor.
- To understand the barriers to engagement, communication and learning so that goals can be set and individualised intervention programmes put in place and supported.
- To model standards of best practice in line with the RCSLT code of conduct, HCPC standards of proficiency and the principles of clinical governance within SaLT professional activities.
- To make decisions, under the guidance of your clinical supervisor, about intervention and to formulate plans. This will involve taking into consideration relevant evidence-based research, theory, practice and factors concerning historical and development processes. Decisions must account for needs as described in individual EHCP plans.



- To work with own caseload under guidance of your clinical supervisor and line manager / lead clinician to provide direct assessment, programmes and individual or group intervention.
- To participate in the process of the screening of referrals that are received by the multi-disciplinary team.
- To contribute to the monitoring and risk assessment of the specific client group within own caseload.
- To attend and contribute as a clinician to multi-disciplinary and multi-agency meetings, which encompasses the education, residential and clinical services, as appropriate and when required.
- To be able to identify appropriate strategies to enable individuals to develop their communication through reflection of their skills level, task analysis and consideration of the environment.
- To ensure appropriate liaison with professionals from external agencies in relation to shared cases, including agencies working with the specific client groups and their caregivers.
- To communicate and share information in a sensitive manner with individuals and their families, other professionals and agencies using the highest levels of interpersonal skills in situations which are likely to be highly emotive.
- Ensure that standards of excellence are maintained, especially in relation to SaLT programmes and intervention for the individuals within the designated service.
- To participate in the evaluation of clinical work and to contribute to the development of best evidencebased practice for SaLT within OFG.
- To maintain the highest standards of clinical record keeping and report writing, this could be online and / or written records, specifically determined by the Lead Clinician under the direction of the Heads of Clinical Operations.
- To produce SaLT related risk assessments with support and guidance from more senior staff member.

Staff

- To provide help, support, guidance and modelling to staff within the service. This will be under clinical supervision and guidance from line manager / lead Clinician.
- To support the delivery of training to the staff team.
- To raise awareness of company policies, values and mission and any procedures and/or standards set by the regulatory body to staff members.
- To promote teamwork and communication, in accordance with company policy.
- To participate in team meetings, supervisions and annual reviews in accordance with company policy and the standards set by the regulatory body

- To work as a team member and identify opportunities for collaborating with colleagues and sharing the development of effective practice with them.

Teaching, Training and Supervision

- To develop knowledge and expertise by undertaking self-directed study, through clinical supervision, attending training and through SaLT specific activities within the company such as SaLT study days, forums, briefings, projects and workshops.
- To complete the online RCSLT NQP Competency Record and to ensure evidence to support all competencies is clear and concise.
- To provide SaLT advice, consultation and training where appropriate under guidance and with support from more senior members of staff.
- To contribute to the development of effective and properly evaluated ongoing staff development and inservice training.
- To support with clinical supervision of a therapy assistant and their workload under from Line Manager and clinical supervision.

Policy and Service Development

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- To contribute to company and SaLT service development, projects, working groups or special interest groups, drawing on the analysis of needs, using evidence-based evaluation of outcomes and following best practice guidelines.
- To participate in multi-disciplinary meetings and under supervision generate written reports which provide an SaLT perspective which is evidence-based and good practice.

Practice and Ethical Guidelines

- To maintain an up-to-date knowledge of legislation, national and local policies and issues in relation to the specific client group, which will include mandatory training on the company training platform.
- To behave in a professional and courteous manner to children and young people, parents, and colleagues alike always in accordance with the policies of the organisation
- To be accountable for own professional action and recognise own professional boundaries, seeking advice from clinical supervisor and line manager / lead clinician as appropriate.



- To comply with service standards and practices to ensure that safe practices are always maintained.
- To attend relevant training and other learning opportunities to develop competency skills and knowledge required of a newly qualified therapist and to maintain up to date HCPC registration.

Administration and IT

- To be competent in the use of basic IT packages, such as Microsoft 365, Zoom.
- To maintain clinical records consistent with the current legislation, company policy and RCSLT.
- To undertake the administrative duties appropriate to the role.
- To be aware of the mechanisms of clinical governance, quality assurance and audit of SaLT services.

Health and Wellbeing

- To be aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children, young people and adults.
- To know how to identify potential abuse or neglect and follow safeguarding procedures within your setting.
- To know how to identify and support individual's whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.
- To be aware of company employee wellness programme and how to access benefits.

Research and Service Evaluation

- To be an active member of the service training programme by attendance at and participation in inservice training, SaLT workshops, SaLT support activities and online sessions.
- To undertake the measurement and evaluation of work and current practices using evidence-based practice projects, audit and outcome measures with more senior SaLT's.
- To represent a professional SaLT viewpoint in relation to nationally accepted good practice and to ensure a high level of ethical standards and professional conduct.
- To support as appropriate agreed research within the service.

Effort and Environment



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- To be flexible in role and responsive to requests, changes and service needs.
- To agree to a specified job plan, compiled in conjunction with your line manager / lead clinician.
- To always maintain sensitivity to the emotional needs of children, young people and their carers' when imparting potentially distressing information regarding the nature of individuals' difficulties and implications of the same.
- To work within company infection control, risk management and Health & Safety guidelines, exercising safety and reporting all hazards and/or remedying them where appropriate.

General

- To contribute to ensuring awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed.
- To be aware of and always operate in accordance with company policies and procedures, with reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations, Confidentiality, Data Protection and Behaviour Policies.
- To work to promote the service as a valued, professional asset within its community and to promote a culture that individuals and staff always conduct themselves in a manner that reinforces this image.
- To ensure that all actions are in the interests of the individuals that we support and the company. To maintain standards of behaviour in accordance with company policies, procedures and practices.
- To carry out any other reasonable and relevant duties as required by the lead clinician, clinical locality lead or head of clinical operations.
- To contribute to the overall ethos/work/aims of the company.
- All employees despite role have a responsibility to provide care to children or vulnerable adults in a regulated environment.

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by their line manager / lead clinician/ clinical locality lead / head of clinical operations or head of service/ regional director. You will be working as part of a friendly team and may be asked to provide extra support during busy periods, working together in a mutually supportive way towards shared priorities.



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I have read through the job description and agree to perform the duties, as outlined above

Job Holder's signature	Signed on behalf of the OFG Group
Name:	Name:
Signed:	Title:
Date:	Signed:
	Date:



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Experience	Essential	Desirable
Relevant previous experience as student SaLT or in a previously held job or placement	✓	
Some experience of engaging and supporting individuals presenting with complex communication profiles associated with autism, cognitive differences / difficulties and other diagnoses.	✓	
Some awareness of neurodiversity and trauma informed practice.	✓	
Some experience of multi-disciplinary working in a range of settings	✓	
Some experience of communicating with/working with families/relatives and carers	✓	
Skills	Essential	Desirable
Good relationship building, analytical and judgmental skills.	✓	
Good communication skills (oral and written).	✓	
Good time management and organisational skills.	✓	
Clear understanding of RCSLT Communication Standards and competent in core areas of SaLT.	✓	
Some knowledge of different SaLT assessment tools, types of intervention and knowledge of how to formulate support plans based on needs profile.	✓	



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Some understanding of the other differences, e.g. sensory and motor, which may impact on an individual's communication strengths, differences, traits, difficulties and needs profile.		✓
Some understanding of how arousal levels can impact on communication skills.		✓
Knowledge of legislation and its implications for both clinical practice and professional management in relation to the client group	✓	
Basic IT skills	✓	
Understanding of information governance, confidentiality and record keeping standards	✓	
Ability to work collaboratively as part of the multi-disciplinary team	✓	
Qualifications & Training	Essential	Desirable
Undergraduate or Postgraduate degree in Speech and Language Therapy	✓	
HCPC registered	✓	
Evidence of some CPD	✓	
Willingness to attend training course and work towards further qualifications relevant to the client group supporting	✓	



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Other	Essential	Desirable
Commitment to the values of the organisation	✓	
Full driving license and access to a car		✓ Highly desirable
Willingness to travel to different sites within a reasonable distance	✓	
Flexible approach to working environments	✓	