

**HERTFORDSHIRE COMMUNITY NHS TRUST
CHILDREN'S SPEECH AND LANGUAGE THERAPY SERVICE**

**Band 3 Speech and Language Therapy Assistant
Monitoring of Competencies**

COMPETENCY	REQUIRING KNOWLEDGE OF/SKILLS IN	EVIDENCE AND METHOD OF MONITORING
<p>A COMPETENT SPEECH AND LANGUAGE THERAPY ASSISTANT WORKING TO THE FULL REMIT OF THE BAND 3 JOB DESCRIPTION WILL:-</p> <p>1. Undertake therapy treatment programmes and health promotion initiatives under the direction of a Speech & Language Therapist within the community clinic/school/children centre setting. KSF HWB7: INTERVENTIONS & TREATMENTS Level 2/Level 1 (at foundation gateway)</p> <p>2. Assist with group intervention programmes and workshops</p>	<p>.1 The fundamentals of communication and communication breakdown with specific reference to children with special educational needs.</p> <p>.2 Intervention approaches (both direct and indirect) and models of care used within the Speech & Language Therapy Service.</p> <p>.3 Developmental norms and referral guidelines/bilingualism</p> <p>.4 National Curriculum across settings</p> <p>.5 Signing skills.</p> <p>.6 Identification of any specific precautions or contraindications to proposed intervention and takes appropriate action. <i>(does not apply at Foundation)</i></p> <p>2.1 Facilitating Groups</p>	<p><i>The following methods outline minimum evidence to be gathered. The SLTA may also collect additional information for any of the competencies</i></p> <ul style="list-style-type: none"> • Attendance at all tutorials laid down in the training and development guidelines. • Attendance at in-house training events • Self-initiated learning e.g. discussion at supervision/reading around the topic/request to observe SLT • Case Discussion and record of learning outcomes in supervision meetings

<p>for service users under direction of a Speech and Language Therapist KSF HWB7: INTERVENTIONS & TREATMENTS Level 2/Level 1 (at foundation gateway)</p> <p>3. Report to the qualified therapist/s at intervals as agreed with evaluation and progress of intervention. KSF HWB7: INTERVENTIONS & TREATMENTS – level 1 KSF HWB6: ASSESSMENT AND TREATMENT PLANNING – level 1</p> <p>4. Prepare therapy materials requested by therapists for individual, group or class based work.</p> <p>5. Communicate effectively with therapists, service users and other professionals both inside and outside the organisation (“inside” for Level 1) in all matters related to client care and service delivery and use initiative, by appropriate seeking advice. KSF C1: COMMUNICATION – level 2/Level 1(foundation gateway) KSF C6: EQUALITY AND DIVERSITY – level 2</p> <p>6. Manage own time, prioritising work and effectively balancing clinical and non-clinical work. KSF C3 HEALTH, SAFETY AND SECURITY- Level 1 KSF C5 QUALITY – Level 2/Level 1 (foundation gateway)</p>	<p>2.2 Managing challenging behaviours</p> <p>3.1 long/short term/SMART targets (specific, measurable, achievable, realistic targets)</p> <p>3.2 Active observation skills</p> <p>3.3 Adaptation within a session to meet the needs of the child/family</p> <p>3.4 Recognition of own professional boundaries, seeking advice as appropriate</p> <p>4.1 Boardmaker/Communication Passports</p> <p>5.1 Organisation/Team Structure</p> <p>5.2 CAF Process</p> <p>5.3 How own communication/behaviour affects others</p> <p>5.4 Identifying and taking action when own or others’ behaviour undermines equality and diversity</p> <p>6.1. Prioritisation Systems/Criteria</p> <p>6.2 Time Management</p>	<ul style="list-style-type: none"> • Attendance at tutorial • Record of assisted groups • Review of session plans with supervisor/SLT • Observation of session by SLT/Supervisor at minimum 2 x per year • Supervision records • Attendance of tutorials • evidence of completed requests • Organisational charts for teams SLTA is working with. • Attendance and participation in team meetings • Attendance at CAF training • Attendance at Conflict Resolution training • Each practitioner’s caseload will be reviewed termly by the line manager, to ensure capacity is achieved. • Time management to be reviewed regularly at supervision
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<p>7. Carry out general administration duties including filing, photocopying, maintaining stationery/equipment supplies.</p> <p>8. Maintain up to date accurate paper and electronic patient records, adhering to Professional and Trust policies and guidelines. KSF C4: SERVICE IMPROVEMENT – level 1 IK1: INFORMATION PROCESSING – level 1</p> <p>9. Adhere to local and national standards and guidelines relating to professional practice, demonstrating a commitment to personal development and acquisition of future skills by reflecting on practice. KSF C2: PERSONAL/ PEOPLE DEVELOPMENT – level 2</p> <p>10. Support other assistants and volunteers</p> <p>11. Report any issues that may put health/safety and security at risk. KSF C1: COMMUNICATION – level 1 KSF C6: EQUALITY & DIVERSITY – level 2 KSF C3: HEALTH & SAFETY – level 2/Level 1 (foundation</p>	<p>7.1 Local processes/procedures</p> <p>8.1 IT Competent 8.2 Record Keeping guidelines 8.3 The purpose and relevance of data collection 8.4 SystemOne 8.5 Service Information e.g. N-drive Websites e.g. RCSLT/ICAN</p> <p>9.1 SLT policies/guidelines 9.2 Trust Policies/procedures 9.3 Identification of own learning needs and how to address in PDP 9.4 Problem solving 9.5 Generalisation of information/knowledge across care groups</p> <p>10.1 Volunteer Guidelines</p> <p>11.1 Regard for own personal safety and that of children/carers, in particular to have regard to moving and handling regulations, restraining</p>	<ul style="list-style-type: none"> ● Participation in annual case note audit.. ● Data recording monitored by the line manager for timeliness/accuracy and performance management on quarterly basis. ● Case notes reviewed in supervision meetings ● Use of supervision opportunities, through preparation and trying out suggestions. ● log of learning outcomes ● Participation in annual appraisal with clinical supervisor leading to 12 month Personal Development Plan ● Targets achieved ● Annual review of KSF outline and ongoing e-ksf record by line manger ● Completion of mandatory training ● Evidence kept contemporarily by the practitioner, and reviewed annually, of their participation in support for other assistants/volunteers ● Mandatory training record including safeguarding training/conflict resolution ● Participate in all relevant Health and Safety Training sessions e.g. Fire, Resuscitation, Manual Handling,
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<p>gateway)</p> <p>12. Be aware of the implications of any changes in direction, policy or strategy of the service , organisation or NHS and proactively contribute to service development. KSF C5: QUALITY – level 1 KSF C4: SERVICE IMPROVEMENT – level 1</p>	<p>policies and ensure the safe positioning of self and others</p> <p>11.2 Strategies to manage aggressive behaviour within the workplace</p> <p>11.3 How to support others in maintaining Health, safety and security (<i>does not apply to foundation gateway</i>)</p> <p>12.1 Reacting positively to changes in circumstances</p> <p>12.2 Government White Paper for NHS</p> <p>12.3 RCSLT Position Papers</p> <p>12.4 Outcomes of Clinical Audits/incidents</p>	<p>food and hygiene as appropriate.</p> <ul style="list-style-type: none"> ● Incidents’ recording ● Evidence kept contemporously by the practitioner, and reviewed annually, of their participation in service wide audits; policy/clinical pathway groups and new service initiatives.
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