

LANGLEARN

Specialist Speech and Language Therapy Services



Dr Elizabeth C Dean

M.Ed BA DipCSLT
Reg HCPC Cert MRCSLT MASLTIP

Moorside Lodge
Wyresdale Road
LANCASTER
LA1 3DY

07702 092 763
01524 381 576

langlearn788@btinternet.com
www.langlearn.co.uk

TERMS AND CONDITIONS

1. Following the initial session(s) an SLT management plan will be produced by the Langlearn therapist and this will be agreed by the client, parent, care giver or other relevant person (i.e. case manager).
2. The management plan will specify the details of the sessions i.e. their focus, frequency (weekly, monthly, or other relevant interval), cost, travel costs, date at which the programme will be reviewed, and the location of the sessions.
3. All SLT time will be costed at the agreed hourly rate whether it involves 1:1 contact time with the client, training, preparation of reports, attendance at meetings or other professional activity. All activities other than 1:1 contact time (which has been agreed in the management plan) will be agreed with the client (in writing or by email wherever possible) before they take place.
4. Invoices will usually be sent on a monthly basis for payment within 28 days. Payments by direct bank transfer are preferred and the details are on the invoice. However, payments can also be made by cash or cheque.
5. The Langlearn practice appreciates appropriate warning if a client cannot be available for a session. It is the responsibility of the person signing this form to notify Langlearn of the cancellation.
 - a. Appointments which are cancelled with less than 24 hours notice will incur a cancellation charge that will be 50% of the cost of the session. This includes appointments which the SLT attends but the client does not. Exceptional circumstances will be taken into consideration.
 - b. Appointments that are cancelled with more than 24 hours notice may not attract a cancellation fee if the SLT is able to re-book the session with another client.
6. The Royal College of Speech and Language Therapists have clear guidelines about liaison between Independent Speech and Language Therapists and the local NHS Service. Except in very rare circumstances, the Langlearn SLT will always liaise with the NHS SLT. If the client, or as appropriate, their care giver, does not wish this to happen they should give written notice to Dr Dean at the Langlearn practice.
7. Close liaison with other professionals involved in the client's care is very important. If the client or, as appropriate, their care giver, does not wish the Langlearn SLT to liaise with a specific person they should give written notice to Dr Dean at the Langlearn practice.

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TERMS AND CONDITIONS cont ...

8. If the Langlearn SLT is working on a consultancy basis and/or leaving work for the client(s) to carry out between sessions, there must be a named person who co-ordinates the SLT visits and the practise carried out in between sessions; and who provides an update for the SLT at the start of each visit. This ensures that the SLT time is used to maximum effect.
9. Equipment left by the Langlearn SLT for home practise is the property of Langlearn and should be returned in good condition once it is no longer required, or when the contract is terminated.
10. Client notes will be stored in accordance with the guidelines laid down by the Information Commissioners Office (Principle 5 of the Data Protection Act) and the Association of Speech and Language Therapists in Independent Practice. At the termination of the contract/cessation of therapy:
 - a. Where the SLT is engaged by an organisation in a consultative role: at the termination of the contract the advisory notes will be returned to the organisation for safe keeping.
 - b. In the case of individual SLT sessions: client notes will be retained for 7 years after the cessation of therapy or until a client is 25 years old, whichever is the later.

THE LANGLEARN PRACTICE ADHERES TO THE GUIDELINES FOR GOOD PRACTICE LAID DOWN BY

THE ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

AND

THE ASSOCIATION OF SPEECH AND LANGUAGE THERAPISTS IN INDEPENDENT PRACTICE