

Job Description

Job Title: Associate Audiologist

Centre: Surgical Services

Department: Audiology

A4C Band: 4

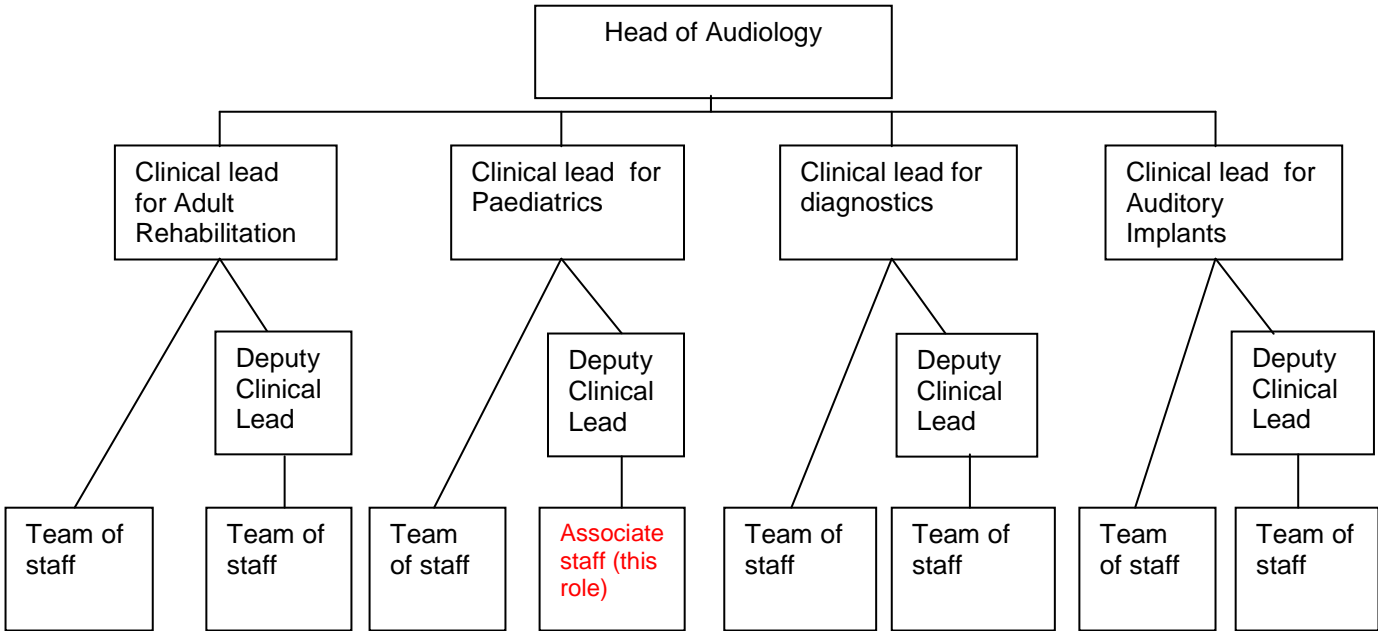
Reports to: Clinical lead or Deputy Clinical Lead

Job Summary

The main purpose of this role is to provide clinical care working in ENT clinics and / or adult rehabilitation to include aftercare clinics and telephone follow-ups. The post holder will be supervised at all times directly or indirectly by a qualified Audiologist

This role involves patient care. All such care will be provided in an effective, caring and compassionate services to patients. The post holder is required to abide by the NHS values and the Constitution.

Organisational Chart



Key Job Responsibilities

Financial and Resource Management

- Responsible for the safe use of expensive and highly complex equipment

Professional Advisory

- Proposed changes to working practices or procedures for own work area.

Administrative, Organisation and Planning:

- Planning and organising day to day work and activities

Performance Management

- Assist with the data collection for audit projects

Service Delivery

- Work as an associate practitioner under direct or indirect supervision providing clinical services directly to patients, which may include:
 - the assessment of adults and children within the service using pure tone audiometry and tympanometry
 - visual inspection of the ears using otoscopy to determine if a test or procedure should go ahead, or if examination by a qualified audiologist is needed
 - telephone follow-up of adults fitted with hearing aids
 - hearing aid aftercare services to include repair of hearing aids
 - establishing a good rapport and work with patients of all age, including gaining their co-operation in clinics and self management at home.
 - taking accurate ear impressions in adults and older children, with an appropriate insertion depth in order to minimise feedback from hearing aids.
 - Occasional exposure to bodily fluids such as ear discharge and vomit
- Assisting with other audiology clinics as required
- To keep the patient management system (Auditbase) up to date so that patients' progress is monitored and rehabilitation schedules are adhered to, and stock is appropriately managed

Analytical and judgmental

- Ability to identify when test results are reliable and if further testing is warranted
- Ability to determine when advice from a qualified Audiologist is needed



Communication

- Ability to communicate with patients of all ages (from birth to elderly) and their families / carers who:
 - May have varying degrees of hearing loss, from mild to profound.
- Ability to communicate with family and carers,
- Aims of communication may include:
 - To explain about a routine hearing test and what the patient has to do when they hear a sound
 - To explain about hearing aid use and maintenance
 - Carry out problem solving over the telephone and by e-mail with parents, colleagues, teachers and technical specialists.

11. Infection Prevention and Control

If you are to be employed as a clinical member of staff you will ensure that you follow the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. You will ensure that you performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. You must use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

12. Privacy and Dignity

The Trust attaches the highest importance to a culture that values an individual's privacy and dignity. Responsibility for protecting privacy and dignity does not lie with one individual or group but with staff at every level.

13. Data Protection and Freedom of Information

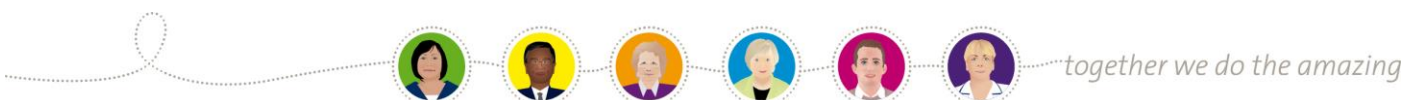
You are required to respect and apply all confidentiality, principles and practices of the Data Protection and Freedom of Information Act.

14. Records Management

You are required to ensure that you follow the Trust's policy on records management and comply with the NHS Code of Practice for Records Management.

15. Equality, Diversity and Human Rights

You have a responsibility to ensure that all people that you have contact with during the course of your employment, including general public, patients, relatives and staff are treated equally in line with the Trust's Equal Opportunities Policy.



16. Health and Safety

You have a duty to take reasonable care for your own health and safety, and that of others who may be affected by your activities; to cooperate with the Trust by complying with all health and safety rules and systems of work; and to inform your line manager of any work situation, or practice which may be considered a danger to health and safety.

17. Safeguarding

The Trust's takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

18. Service Improvement

Service Improvement can help to improve the quality, efficiency and productivity of patient care. All staff have a responsibility to actively engage in service improvement activities and initiatives. Evidence of service improvement initiatives should be demonstrated during the appraisal process.

17. Disclosure and Barring Services check

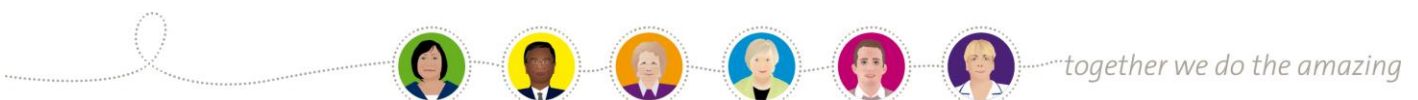
This post is deemed to require an Enhanced check with the Disclosure and Barring Services.

Additional Information:

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.



Personal Specification (general):

Attributes	Essential (E) or Desirable Criteria (C)	Assessment Method			
		Application Form	Interview	Assessment	References
Education and Qualifications					
3 passes at GCSE A level or equivalent	E	✓	✓		
Level 4 qualification in Audiology / Hearing care	C	✓	✓		
Knowledge & Experience					
Knowledge of the anatomy and physiology of the ear	E	✓	✓		
Experience or knowledge of hearing impairment and it's affects	C	✓	✓		
Experience of working in a care setting	C	✓	✓		✓
Experience of working in the NHS	C	✓	✓		✓
Key Skills					
Excellent communication skills	E	✓	✓		✓
Ability to learn new skills in a timely manner	E	✓	✓		✓
Ability to understand technical aspects of Audiology	E		✓		
Interpersonal skills					
Good team working skills	E	✓	✓		✓
Able to work independently	E	✓	✓		✓
Self motivated to deliver a high quality service	E	✓	✓		

JD / PS version 3 02/09/16