



## JOB DESCRIPTION

### JOB DETAILS

<b>Job Title</b>	Audiologist
<b>Reports to</b>	Head of Audiology Department
<b>Band</b>	5
<b>Department</b>	Audiology

### JOB PURPOSE

The purpose of this role is to provide specialist adult audiological assessment, diagnosis, treatment and advice to patients and their carers. This includes activities which are complex and non-routine as well as routine for the adult population.

The Audiologist performs work involving specific areas of responsibility. They will work autonomously with indirect supervision and at times will be lone working at a variety of community locations.

They are able to provide supervision, training and support to staff in junior positions.

They are expected to ensure that clinical and professional standards are maintained at all times and be expected to provide evidence of CPD.

They are expected to work with managers to develop the service in line with patient need and trust wide developments and to help provide an equitable service across the trust.

This is a developmental post to become a Specialist Audiologist, if appropriate, where the post holder is expected to undertake a postgraduate level of education and additional training to be able to perform specialist adult audiological assessment and management appointments for patients with vestibular pathologies and/or tinnitus within a suitable time frame agreed by the Head of Department and the post holder. The training will be supervised and supported by the senior members of the departmental specialism.

### KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

The post holder will be based at the Royal Devon and Exeter hospital in an outpatient clinical setting. They will be expected to independently travel to community locations on a weekly basis, therefore a full UK driving licence is required.

The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service the post holder may be required to work in other locations as appropriate and directed.

They are expected to have a BSc. Audiology or equivalent qualification. They are expected to be registered with the HCPC or AHCS professional body. They must have experience working in an NHS Audiology department. The post holder will be expected to undertake post graduate study in Vestibular and/or Tinnitus specialism

The post holder is expected to perform duties and responsibilities to a high standard as follows:

#### Clinical Duties

- Understands and adheres to up-to-date BSA recommended procedures and departmental policies when performing adult audiological assessment and management strategies.
- Makes accurate decisions and onward referrals to radiology imaging under indirect supervision
- Writes accurate reports and develops individual management plans for every patient

- Able to give presentations to multi-disciplinary teams
- Accurately inform the referring health professional/Doctor of the diagnosis and the future care package of the patient
- Accurately records and communicates the results to the patient/family/carers based on the referral from, ENT consultant, General practitioners, and other professional groups.
- Gain support of the other professional groups in establishing care plans and monitor the suitability of the plan at key stages.
- Make further referrals to other professionals as appropriate
- Assistance in counselling patients/families/carers through distressing and emotional circumstances
- Prescription fitting evaluation and exchange of non-standard hearing aids including CROS aids for adults, using procedures such as real ear insitu measurements.

**Non – Clinical Duties**

- Assist in the day to day running of the department. This may include specific clinical or departmental responsibility as directed by the senior management team
- Participates regularly in the departments on-going research and development activity
- Maintains knowledge and understanding of developments within Audiology and the work environment and ensures continual professional development including post graduate study in a specialist area of Audiology, for example Vestibular and Tinnitus.
- Performs other duties as requested by the Head of Department or Deputy.

**KEY WORKING RELATIONSHIPS**

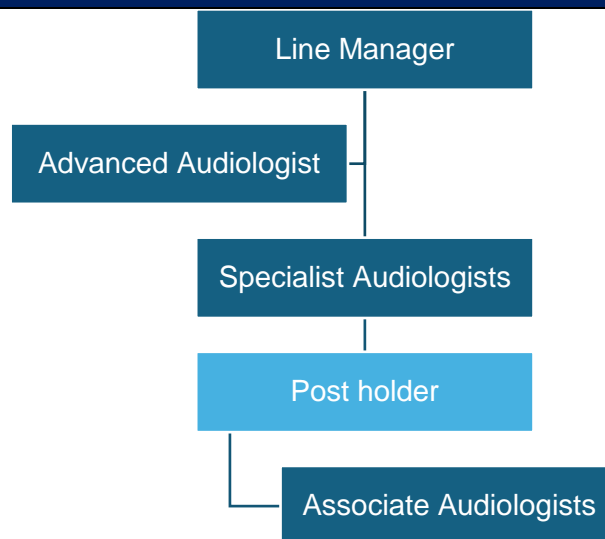
Areas of Responsibility: The post holder is required to communicate and liaise effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

No. of Staff reporting to this role: 0

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• Clerical Staff</li> <li>• Head of Audiology</li> <li>• Audiology Team</li> <li>• ENT Consultants</li> <li>• NDDH staff of all levels</li> <li>• Other Specialist services</li> </ul>	<ul style="list-style-type: none"> <li>• GPs and other practice staff</li> <li>• Patients, relatives and carers</li> <li>• Social Services</li> <li>• Voluntary agencies</li> </ul>

**ORGANISATIONAL CHART**



**FREEDOM TO ACT**

- Adhere to AHCS and BSA and BAA professional standards of practice.

- Be professionally accountable for all aspects of your own work, within the context of an autonomous practitioner.
- Undertake specific projects as required.
- Adhere to departmental standard operating procedures.
- The post holder will work under indirect supervision of the clinical lead/Head of department.

### **COMMUNICATION/RELATIONSHIP SKILLS**

- To use and develop effective communication and motivational skills with patients and carers to gain their cooperation for treatment and maximise rehabilitation potential and to ensure understanding of more complex conditions.
- Ensure effective communication takes place at all times, taking a team approach to patient care and service needs.
- Be able to give talks/demonstrations regarding your work to colleagues and others on a frequent basis.
- Write comprehensive reports regarding patient assessment, treatment outcomes and recommendations to GPs, consultants and other health professionals or colleagues.
- Liaise closely with all members of the team and other agencies in all matters regarding patients care, discharge and future care management.
- Communicate sensitive information e.g. prognosis very frequently.
- Work with patients referred with complex communication and cognitive problems
- Apply motivational and re-assurance skills to the patient where deafness provides a significant barrier to communication. Additional non-verbal communication techniques such as British Sign Language maybe required.
- Communication should be appropriate for the patient group e.g. Children, Adults with learning difficulties.
- Obtain patient consent and work within a legal framework with patients who lack capacity to consent to treatment.
- To communicate effectively and efficiently with external agencies

### **ANALYTICAL/JUDGEMENTAL SKILLS**

- Undertake a comprehensive, holistic clinical assessment of patients using analytical skills and clinical reasoning.
- Work in collaboration with other teams in order to support a consistent and equitable service across the Trust.
- Undertake dynamic risk assessment, using clinical judgement and provide accurate feedback to the team as necessary e.g. in relation to lone working.
- Apply clinical reasoning skills after assessment to decide an appropriate treatment plan and approach.
- Read and interpret a patient history and devise a care plan based on the assessment findings.
- Make a diagnosis, complete reports and directly refer adults with complex hearing losses such as asymmetrical hearing loss or unilateral tinnitus for an MRI scan
- Identify strategies to motivate patients to comply with their treatment plan

### **PLANNING/ORGANISATIONAL SKILLS**

- Plan patients' care, managing an individual caseload of patients effectively and efficiently.
- Exercise good personal time management, punctuality and consistent reliable attendance.
- Organise and carry out assessments methodically and in a timely manner
- Organise own day to day activity.

### **PATIENT/CLIENT CARE**

- Manage own caseload and treatment programmes to a high standard expected of a clinician without day to day clinical supervision. Support is available from more specialist aspects if required and training will be given to support this when needed.
- Clinical competency is monitored via the peer review process which the post holder will actively participate in
- Prioritise, assess and treat patients referred, taking an evidence-based and reflective practice approach.
- Identify specific problems and develop goals and treatment plans in partnership with the patient and others to enable treatment plans to be carried out effectively.
- Evaluate patient/user progress, and modify technology provided if required.
- Provide teaching and guidance to both patients and carers as required.
- Maintain accurate and timely patient records and reports using agreed standard formats.
- Performs routine and non-routine, hearing assessments in adults at North Devon Hospital and community locations including home visits.
- Selects and applies appropriate routine and advanced technical diagnostic test procedures using complex IT based equipment for adults without supervision including Audiometry and Tympanometry and real ear in-situ measurements.
- Performs appropriate stage A calibration stages on equipment used for specialist hearing assessment in adults.
- Design a specialist care package for the adult patient and implement this to facilitate rehabilitation, monitor outcomes and provide repeated diagnostic assessment for example hearing reassessments and hearing aid exchanges as required.

### **POLICY/SERVICE DEVELOPMENT**

- Identify opportunities to improve the service, taking account of resources available, discussing your ideas with colleagues and line manager to promote implementation.
- Participate in the operational planning and implementation of policy and service development within the team.
- Be aware of and follow the Health and Safety at Work Act and local/national guidelines, reporting any incidents using the correct procedures (DATIX).
- Report any accidents/ untoward incidents/ near misses to self, patients or carers to the manager in accordance with Trust policy.
- Be aware of and follow Trust policies and procedures and Health and Care Professions Council/AHCS codes of professional practice.
- Propose changes to improve practice in line with local and national guidelines.

### **FINANCIAL/PHYSICAL RESOURCES**

- Be responsible for safe and competent use of all equipment and patient appliances and ensure junior/clinical support workers obtain competency prior to use.
- Responsible for organising and ensuring equipment has appropriate checks made.
- Report any equipment defects, taking action to ensure any such equipment is withdrawn from service.
- Demonstrate and instruct on the use of equipment to ensure safety.
- Understand and apply the eligibility criteria for services.
- Support the departmental manager in the efficient and effective use of resources.
- Verifies hearing aids using Real Ear Measurements
- Performs daily calibration of all equipment required for assessment

### **HUMAN RESOURCES**

- Participate in clinical supervision as supervisor and supervisee.
- Participate in staff appraisal as an appraisee, identifying own and others areas for development in line with Knowledge and Skills Framework Competencies.
- Be prepared to share areas of knowledge and experience both formally and informally.
- Ensure that AHCS registration is maintained through continuing professional development activity and is evidenced to line manager.
- Assist in the recruitment of relevant grades of staff as appropriate.
- Work with the Manager/s to ensure clinical cover across the cluster/s is maintained especially at times of service pressure.
- Assists in the supervision and support of junior Audiology staff and trainees by providing instruction in audiological techniques to trainees and other professionals.

### **INFORMATION RESOURCES**

- Contribute to the collection of statistical data, in order to monitor and develop team activity, using electronic and paper methods.
- Contribute to methods to most effectively manage caseload pressures.
- Maintain accurate and timely patient records using agreed standard formats.

### **RESEARCH AND DEVELOPMENT**

- Maintain an up to date knowledge of all areas of clinical practice using a variety of CPD methods and to maintain a CPD portfolio.
- Participate in clinical governance activities e.g. audit, research, service reviews, taking a lead if delegated to do so.
- Plan and carry out audit and research projects within the department occasionally.

### **PHYSICAL SKILLS**

- Basic computer skills and prolonged use of VDU to maintain patient records, record activity, email and order equipment etc.
- Responsible for your own welfare in line with trust health and safety policy. It is the responsibility of the individual to ensure they are fully aware of requirements to minimise harm and the risk of infection.
- Uses a high level of precision and accuracy to manipulate equipment in patients ears during assessment and verification, requiring a high level of fine motor skills and hand eye coordination

### **PHYSICAL EFFORT**

- Manually handle equipment frequently, following ergonomic risk assessment as per statutory training and service risk assessment.
- Treatment may necessitate working in restricted positions or limited space frequently for sessional periods.
- Driving is required to meet the requirements of the post. The post holder will need a full UK driving licence and the appropriate business insurance when using your own car.
- Follow BSA guidance with patient positioning and self-positioning when performing clinical activity, that can require self-positioning into awkward positions for short periods of time.

### **MENTAL EFFORT**

- Manage demands of providing services on a daily basis.
- Read, decipher and interpret patient information.
- Frequent mental effort in assessment and treatment programmes requiring prolonged periods of concentration.
- Work in an unpredictable work pattern. Experience infrequent interruption from colleagues and maintain concentration levels for a long period of time.

### **EMOTIONAL EFFORT**

- Deliver and work with patients in the aftermath of bad news.
- Work with patients with mental health problems and occasional challenging behaviour.
- Deliver emotional and sensitive information on a daily basis to patients/family/carers.

## **WORKING CONDITIONS**

- Work in a variety of settings according to patient needs including patients own home which can often involve hot/cold temperatures, cluttered, noisy and unhygienic environments.
- Work with patients with a wide range of conditions including contact with body fluids.
- Frequent VDU use for prolonged periods of the day

## **OTHER RESPONSIBILITIES**

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

## **DISCLOSURE AND BARRING SERVICE CHECKS**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

## **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

# PERSON SPECIFICATION

<b>Job Title</b>	Audiologist
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b> BSc Degree or equivalent qualification in Audiology or above AHCS registration Be able to undertake additional post-graduate training relevant to the post Have experience working in an NHS Audiology department	X X X X	
<b>KNOWLEDGE/SKILLS</b> Evidence of continuing professional development Knowledge of relevant specialism, appropriate national guidance and other relevant initiatives Evidence of participating in Clinical Audit Multi-disciplinary team working across health, social and voluntary sectors Proven ability of complex case management Excellent communication skills Core IT skills	X X  X X X	  X X
<b>EXPERIENCE</b> Appropriate clinical experience and competence in relevant clinical setting, preferably in an NHS department	X	
<b>PERSONAL ATTRIBUTES</b> Able to work as a team member Good time management Good organisational skills Self awareness of own levels of competence	X X X X	
<b>OTHER REQUIREMENTS</b> The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Ability to travel to other locations as required Hold a valid full UK driving licence	X  X X	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	Y		✓		
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	Y	✓			
Cytotoxic drugs	N				
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
<b>Other General Hazards/ Risks</b>					
VDU use (> 1 hour daily)	Y				✓
Heavy manual handling (>10kg)	Y			✓	
Driving	Y				✓
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y			✓	
Mental Effort	Y				✓
Emotional Effort	Y				✓
Working in isolation	Y		✓		
Challenging behaviour	Y	✓			