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| **Job Specification; Sample Content****Audiologist, Chief (345X)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Key Working Relationships** | ***For Example:*** In fulfilling the requirements of the role the post holder will work closely with a range of healthcare staff including audiology colleagues, ENT Surgeons, Paediatricians, Speech and Language Therapists, Consultants in Public Health Medicine, Nursing and Midwifery services, Public Health Nurses, Service Managers, and relevant others.  |
| **Purpose of the Post**  | ***For Example:*** The Chief Audiologist will oversee the provision of a high quality audiological service. They will provide clinical management and leadership in the day-to-day running of the service by supporting and supervising staff, prioritising and allocating work and promoting positive staff morale. The Chief Audiologist works as part of the senior management team, supporting the Assistant National Clinical Lead for Audiology (ANCLA) in coordinating an integrated and patient centred audiology service in accordance strategic plans for audiology service delivery. They play a lead role in developing an integrated team-based audiology service across both acute & community services in the relevant HSE Health Region in accordance with recommendations arising from the Audiology Clinical Care Programme. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Audiologist, Chief will:***Clinical / Professional*** Prioritise work and manage time effectively; plan and run clinics / sessions including adjustments to appointment times, running of open sessions, etc.
* Arrange and carry out assessment and treatment / intervention programmes in appropriate settings (e.g., clinic, home, school, day centre) in line with local policy/guidelines.
* Be responsible and accountable for provision of comprehensive audio (and where appropriate vestibular) diagnostic assessments, diagnosis, planning, implementation and evaluation of (re) habilitative treatment / intervention programmes according to national or where appropriate international standards.
* Demonstrate the ability to interpret clinical findings following the full range of audiological assessments of complex and adult and paediatric cases and make clinical management decisions.
* Be a source of advice and assistance to staff with any cases or issues that prove to be beyond their scope of professional competence in line with principles of best practice and clinical governance.
* Lead on the delivery of complex specialist advice, which may be sensitive and delivered within an emotive atmosphere, and which may be given to patients, their careers, healthcare and other professionals.
* Communicate results of assessments and recommendations to the service user and relevant others as appropriate.
* Collaborate with service user, family, carers and other staff in goal setting and treatment/intervention planning.
* Develop and assist in the delivery of Individual Management Plans (IMPs) for adults and children within a specialist audiology service, monitoring reviewing the need for further intervention as appropriate.
* Refer patients onto other health care professionals as appropriate.
* Document all assessments, diagnoses, treatment / intervention plans, clinical notes, relevant contacts and summaries in accordance with department and professional standards.
* Attend clinics, participate in and lead relevant meetings, case conferences as appropriate.
* Participate in and lead teams as appropriate, communicating and working in collaboration with the service user and other team members as part of an integrated package of care.
* Seek advice and assistance from the Clinical Manager or ANCLA with any assigned cases or issues that prove to be beyond the scope of their professional competence in line with principles of best practice and clinical governance.
* In conjunction with the ANCLA, and operational manager contribute to/take a lead in the development and implementation of local procedures, policies and guidelines while adhering to existing national standards and protocols.
* Deputise for the ANCLA.

**Audit & Research*** Take responsibility for the quality assurance and audit of outcomes of their own work and work carried out under their supervision.
* Promote and implement clinical adult and research to evaluate effectiveness of care delivery incorporating the lessons learned through the audit cycle and taking responsibility to ensure that the service is reviewed according to best practice.
* Assist in developing local tools for audit and measuring patient satisfaction.
* Lead on, manage, participate in and contribute to service evaluation recording and reporting on data as required locally or nationally.

**Service Development*** Support the operational manager and/or Assistant National Clinical Lead for Audiology in coordinating an integrated and patient centered audiology service across acute & community services in the relevant HSE Health Region in accordance with recommendations from the Audiology Clinical Care Programme.
* Provide information on future predictive service requirements as per HSE area populations.
* Take a lead in the development of patient focused services.
* Contribute to advances in the use of technology and assist in the implementation and operation of these changes.
* Contribute to the introduction and evaluation of new techniques, methods and equipment.
* Serve as a member of any consultative groups, as assigned.
* Engage proactively in the continual improvement process.

**Education & Training*** Participate in mandatory and recommended training programmes in accordance with departmental / organisational guidelines.
* Maintain and develop professional standards in line with changing practices.
* Participate in planning reviews, professional supervision, and performance achievement and development process with the ANCLA and others as required.
* Identify and manage the training needs of staff under their supervision in relation to audiology developments.
* Manage and promote continuous professional education and development, including supervision of trainees and lower grade staff, engaging in the teaching/training/support of others as appropriate.
* Manage and play a key role in the practice education and supervision of student audiologists.

**Quality, Risk Management, Health & Safety*** Work in a safe manner with due care and attention to the safety of self and others.
* Ensure that clinical and professional standards, including confidentiality, ethics and legislation are maintained at all times and local and national guidelines implemented.
* Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* Adequately identify, assess, manage and monitor risk within their area of responsibility.
* Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Management / Administrative Duties*** Manage and administer the resources available to the service in the most efficient and effective manner possible, and report on the usage of same.
* Ensure that all procedures used in the service are adequately documented and that this documentation is kept up to date. Participate in the development and review process of these procedures.
* Maintain accurate patients’ records and data on the patient management system according to audiology service protocols and in line with best clinical governance, organisational requirements, GDPR and the Freedom of Information Act. Render reports and other information / statistics as required.
* Carry out administrative duties relating to patient reception, correspondence, scheduling of appointments, posting and receipt of hearing aids, telephone queries and liaising with patients and caregivers, triaging queries from professionals and general administrative support in domiciliary service.
* Ensure that calibration and maintenance of equipment, including hygiene and infection control is completed.
* Ensure that equipment and facilities used for clinical testing are in good working order and equipment calibrated at appropriate intervals.
* Use the electronic patient management system to keep track of current stock levels and items of stock provided to patients.
* Prepare and restock treatment rooms and comply with stock control and stock management requirements.
* Ensure stock levels are adequate and manage appropriately within confines of budget requirements. Plan equipment asset lists and capital replacement.
* Participate in database development.
* Engage in IT developments as they apply to service users and service administration.
* Keep up to date with developments within the organisation and the Irish Health Service.
* Represent the audiology service and its users in accordance with the management systems within the relevant HSE Health Region.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:****The Audiologist, Chief will:* **Professional Knowledge and Experience***For example:** Demonstrate sufficient theoretical, practical, and clinical knowledge to carry out the duties and responsibilities of the role and to develop, maintain, monitor and evaluate new and emerging trends.
* An ability to apply knowledge to evidence based practice.
* Demonstrate up-to-date knowledge of best practice in delivering a quality audiology service.
* Demonstrate commitment to continuous professional development.
* Demonstrate evidence of computer skills and a willingness to develop IT skills relevant to the role.

**Planning and Managing Resources** *For example:** Shapes and contributes to the clinical governance agenda; influences the clinical governance agenda for the team.
* Demonstrates a strategic focus e.g. in the development of Audiology Services.
* Develops plans to achieve; monitors and reviews progress against targets taking appropriate steps as required.
* Demonstrates an awareness of resource management and the importance of value for money in ensuring maximum benefit for the organisation.
* Demonstrates the ability to effectively manage multiple projects.
* Delegates effectively and adjusts priorities in response to changing circumstances.
* Demonstrates flexibility and adaptability in response to workforce demands.

**Managing and Developing (Self and Others)***For example:** Leads by example by acting to ensure patient safety and quality within the audiology environment.
* Builds credibility and portrays the profession in a positive light by being professional and well informed.
* Provides clear direction for designated staff in relation to the goals of their function and how they fit in with the broader organisational strategy as appropriate.
* Demonstrates the ability to manage and develop self and others in a busy working environment.

**Commitment to providing a Quality Service***For example:** Demonstrates a commitment to providing a quality service; promoting high standards and striving for a user centred service.
* Demonstrates initiative and innovation in identifying areas for service improvement and an ability to effectively lead and implement change.
* Demonstrates an awareness and appreciation of the service user, understands the needs of the service user and works to ensure the audiology service meets these needs.
* Demonstrate ability to empathise with and treat patients, relatives and colleagues with dignity and respect.

**Evaluating Information and Judging Situations** *For example:** Demonstrates the ability to make accurate, evidenced based and timely decisions in relation to clinical decision-making and the management of patients.
* Gathers information from a number of reliable sources and people to enable them to make well-founded decisions.
* Demonstrates ability to make decisions in complex situations, in the absence of evidence or data or when there is conflicting evidence or data.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Communicates decisions comprehensively including the rationale behind decisions.
* Ensures that relevant professional, ethical and patient safety factors are fully considered in decisions into which they have an input.
* Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties.

**Communications and Interpersonal Skills***For example:** Demonstrate effective communication skills (verbal and in writing) including the ability to present complex information in a clear and concise manner.
* Demonstrates strong interpersonal skills and the ability to interact with a wide variety of stakeholders.
* Utilises influencing and negotiation skills in order to create effective multi-disciplinary and multi-agency working relationships to further the delivery of services.
* Demonstrates the ability to develop strong working relationships and the ability to manage difficult and dynamic situations.
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