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| **Job Specification; Sample Content**  **Audiologist Senior (384Y)** | |
| **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.** | |
| **Reporting Relationship** | ***For Example:***  The post holder will report to the Audiology Service Manager or other designated officer for operational issues. Reports to the Assistant National Clinical Lead (ANCLA) or nominated Clinician in Audiology for clinical issues. |
| **Purpose of the Post** | ***For Example:***  The Senior Audiologistprovides clinical support 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. They provide a high quality audiology service with clinical responsibility for performing and interpreting a comprehensive range of audiological diagnostic and rehabilitative procedures with a high degree of autonomy for adults and children. Working as part of an integrated team, the Senior Audiologist undertakes complex scientific and clinical roles; analyzing, interpreting and comparing investigative and clinical options and making clinical judgments involving facts or situations that impact on patients.  The Senior Audiologist supports senior management and / or the Assistant National Clinical Lead for Audiology in coordinating an integrated and patient centred audiology service in accordance strategic plans and recommendations 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 from the Audiology Clinical Care Programme. |
| **Principal Duties and Responsibilities** | ***For Example:***  *The Audiologist, Senior will:*  **Clinical / Professional**   * 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. * 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. * Attend clinics and participate in relevant meetings, case conferences as appropriate. * 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 for service users according to national or where appropriate international standards. * Interpret clinical findings following the full range of audiological assessments of complex adult and paediatric cases and make clinical management decisions. * Communicate results of assessments and recommendations to the service user and relevant others as appropriate. * Collaborate with the service user and relevant others in goal setting and treatment / intervention planning * Develop and assist in the delivery of Individual Management Plans (IMPs) for adults and children providing guidance and advice. Monitor IMPs and review 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. * Ensure that equipment and facilities used for clinical testing are in good working order, that equipment is calibrated at appropriate intervals and that hygiene and infection control procedures are completed. * Seek advice and assistance from the Clinical Manager, Clinical Specialist Audiologist (CSA) or Assistant National Clinical Lead for Audiology (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. * Contribute to the development, planning and implementation of research / processes to audit and evaluate the effectiveness of audiology services and take responsibility to ensure that the service is reviewed according to best practice, recording and reporting on data as required locally or nationally. * Contribute to the introduction and evaluation of new techniques, methods and equipment and the development of local tools for audit and patient satisfaction measurement. * Ensure that clinical and professional standards, including confidentiality, ethics and legislation are maintained at all times and local and national guidelines implemented. * Develop professional standards in line with changing practices. * Represent the audiology service and its users in accordance with the management systems within the relevant HSE Health Region.   **Education & Training**   * Participate in mandatory and recommended training programmes in accordance with departmental / organisational guidelines. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Participate in own supervision with Clinical Manager, CSA or ANCLA. * Identify and manage the training needs of staff under their supervision in relation to audiology developments. * Actively engage in and promote continuous professional education and development, promoting and engaging in the teaching / training / support of others as appropriate. * Manage, participate and play a key role in the practice education of student audiologists / trainees.   **Quality, Risk Management, Health & Safety**   * Work in a safe manner with due care and attention to the safety of self and others. * Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. * In conjunction with the Assistant National Clinical Lead for Audiology (ANCLA) and operational manager, contribute to the development and implementation of local procedures, policies and guidelines while adhering to existing national standards and protocols. * 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. * To 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. * Contribute to the development of patient focused services. * Provide information on future predictive service requirements as per local / HSE Health Region populations. * Participate in regular updates and staff meetings for staff. * Maintain accurate patient records and data on patient management systems in accordance with audiology service protocols, clinical governance, organisational requirements, GDPR and the Freedom of Information Act. Render reports and other information / statistics as required. * Ensure that all procedures used in the service are adequately documented and that this documentation is kept up to date. * 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 stock levels are adequate and managed appropriately within the confines of budget requirements. Plan equipment asset lists and capital replacement. * Use the electronic patient management system to keep track of stock levels and items of stock provided to patients. Prepare and restock treatment rooms. * Contribute to advances in the use of technology and assist in the implementation and operation of these changes. * Serve as a member of any consultative groups, as assigned. * Engage proactively in the continual improvement process. * Keep up to date with developments within the organisation and the Irish Health Service.   **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, Senior 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 & Managing Resources**  *For example:*   * Demonstrates the ability to effectively plan and manage resources, ensuring value for money and maximum benefit for the organisation. * Demonstrate the ability to plan and deliver care in an effective and resourceful manner within a model of person-centred care. * Demonstrates the ability to effectively manage large workloads, monitoring progress to ensure deadlines are met and reprioritising as required. * Provides a flexible service, is adaptable & works well under pressure.   **Managing and Developing (Self and Others)**  *For example:*   * Demonstrate ability to work independently as well as part of a team. * Demonstrate leadership and management ability including the ability to manage a team and facilitate staff development by providing support such as supervising, mentoring, coaching and formal development planning. * Adapts management style to suit the demands of the situation and the people involved.   **Commitment to providing a Quality Service**  *For example:*   * Demonstrate a commitment to providing a high-quality service in line with best practice, * Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect. * Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change.   **Evaluating Information and Judging Situations**  *For example:*   * Demonstrate sound clinical and professional judgement consistent with accepted models of audiology practice. * Demonstrate the ability to evaluate information, solve problems and make effective decisions especially regarding service user care. * Communicate decisions comprehensively and ensures that the relevant people understand how to implement them. * Demonstrate ability to maintain self-control in difficult and challenging situations.   **Communication and Interpersonal Skills**  *For example:*   * Display effective communication skills including the ability to present information in a clear and concise manner. * Strong interpersonal skills; building and maintaining relationships and understanding and valuing individuals and their respective professional roles. * Demonstrates sensitivity, diplomacy and tact when dealing with others * Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view. |