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| **Job Specification; Sample Content****Audiologist, Staff Grade (3441)** |
| **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 Senior Clinician in Audiology for clinical issues. |
| **Key Working Relationships** | ***For Example:*** In fulfilling the requirements of the role the post holder will maintain strong working relationships with technical and other managers in the day to day running of the audiology service. They will communicate with a wide range of professionals; maintaining professional and local networks to ensure effective and efficient services. |
| **Purpose of the Post**  | ***For Example:*** The post holder will provide a high quality audiology service to the highest clinical and professional standards. They will support senior management and / or 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. In doing so they will assist in the implementation and operation of changes to service provision and the technology used therein. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Audiologist, Staff Grade will:* **[Delete/update as appropriate to the client group/care setting]****Clinical / Professional*** Ensure that clinical and professional standards are maintained at all times and local and national guidelines implemented.
* Prioritise referrals received as per department policy.
* Provide a full range of routine diagnostic assessments.
* Undertake assessment of hearing & auditory function with appropriate selection of testing methods including, but not limited to:
* Visual Reinforcement Audiometry (VRA, soundfield, insert, bone conduction)
* Otoacoustic Emissions
* Evoked Response Testing (including ABR) in clinic and under anaesthetic, where appropriate.
* Performance/Play Audiometry
* Standard Pure Tone Audiometry
* Otoscopy
* Tympanometry
* Perform behavioural audiological assessments of babies and infants.
* Assist during assessments/rehabilitation of adult patients with learning difficulties or special needs.
* Ensure that equipment and facilities used for clinical testing are in good working order and calibrated at appropriate intervals.
* Contribute to the introduction and evaluation of new techniques, methods and equipment.
* Interpret the results of tests in light of medical history, the speech & language and developmental ability of the child, and support recommendations and reports to other health and educational professionals as necessary.
* Take ear impressions, selecting, fitting and modifying ear moulds as required.
* Undertake the provision, prescription, fitting and management of hearing aids.
* Counsel patients and or parents/carers on matters relating to hearing and balance impairment.
* Monitor hearing loss on an ongoing basis, where appropriate advising the patient, their parents and other professionals involved, of any changes.
* Organise onward referral, if necessary, liaising with other professionals as appropriate, including the Cochlear Implant Team, ENT Consultants, Visiting Teachers of the Deaf Paediatricians, Psychologists and Speech & Language Therapists.
* Maintain records of patients as per HSE protocol and participate in the maintenance of statistics and data as required.
* Contribute to the development, planning and implementation of processes to evaluate the effectiveness of audiology services.
* Ensure that procedures used are adequately documented and that documentations is kept up to date.
* Support audit and clinical research.
* Contribute to the ongoing development of evidence based procedures and protocols for the service.
* Represent the audiology service and its users in accordance with the management systems within the relevant HSE Health Region.

**Education and Training*** Participate in mandatory training programmes.
* Actively engage in continuous professional education and development.
* Participate in the practice education f student Audiologists.
* Engage in the HSE performance achievement process in conjunction with Line Manager and staff as appropriate.

**Quality, Risk Management, Health & Safety*** Work in a safe manner with due care and attention to the safety of self and others.
* Implement policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* Adequately identify, assess, manage and monitor risk within 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 examples 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.

**Administrative*** Provide information on future predictive service requirements as per local / HSE Region populations.
* Contribute to the development of key performance indicators and monitor and report on same on a regular basis.
* Manage and administer the resources available to the service in the most efficient and effective manner possible.
* Serve as a member of any consultative groups as assigned.
* Maintain accurate records in line with best clinical governance, organisational requirements, GDPR and the Freedom of Information Act, and render reports and other information/statistics are required.
* Ensure that database procedures used are kept up to date and advise on new procedures as necessary.
* Participate in stock control. Maintain stocks of supplies necessary for the service.
* 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.

**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, Staff Grade will:* **Professional Knowledge & Experience***For example:** Demonstrate sufficient clinical knowledge and evidence-based practice to carry out the duties and responsibilities of the role e.g. clinical and theoretical knowledge of hearing impairment, technical knowledge of assessment and the provision of appropriate aids etc.
* Demonstrate an ability to apply knowledge to best practice.
* Demonstrate a commitment to continuing professional development.
* Demonstrate evidence of a willingness to maximise the use of ICT as relevant to the role. Is competent in the use of Microsoft Office, Outlook etc. and is willing to develop IT skills relevant to the role.

**Planning & Managing Resources** *For example:** Demonstrate the ability to plan and deliver care in an effective and resourceful manner within a model of person-centred care.
* Demonstrate an awareness of the need for value for money and a sense of accountability for budgets.
* Demonstrate effective time management skills including the ability to effectively prioritise tasks.
* Demonstrate the ability to pre-empt potential problems or competing priorities and take appropriate action.
* Demonstrate initiative, flexibility and openness to change.

**Team Player** *For example:** Demonstrate the capacity to work independently as well as part of a team.
* Demonstrate effective team skills, building and maintaining relationships and understanding and valuing individuals and their respective professional roles.
* Demonstrate the ability to both give direction / feedback, and take direction / feedback from others.

**Commitment to providing a Quality Service***For example:** Demonstrate a commitment to assuring high standards and strive for a user-centred service in line with best practice.
* Display awareness and appreciation of the service users and the ability to empathise and treat service users with dignity and respect.
* Understand the principles of quality assurance and quality improvement and the importance of the role of audit and review in quality management, including the use of appropriate outcome measures.
* Demonstrate motivation and an innovative approach to job and service developments.

**Evaluating Information & Problem Solving***For example:** Demonstrate the ability to effectively evaluate information, solve problems and make appropriate decisions in a timely manner.
* Sound clinical / professional decision-making - gathers information from varied sources to make well-founded decisions.
* A logical and systematic approach to problem solving and decision-making.
* The ability to establish integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions.

**Communication & Interpersonal Skills***For example:** Display effective communication (verbal & written) and presentation skills
* Tailors the communication method and the message to match the needs of the audience.
* Strong interpersonal skills including the ability to build and maintain relationships based on mutual trust and respect.
* Is patient and kind to service users, putting them at ease and providing reassurance as needed.
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