

**Audiologist, Staff Grade**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade** | **Audiologist, Staff Grade**  (Grade Code: 3441) |
| **Remuneration** | The salary scale for the post is:  Insert the relevant salary scale for this position.  For example:  XX,XXX - XX,XXX - XX,XXX - XX,XXX - XX,XXX - - **XX,XXX LSI** (DD/MM/YY)  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Campaign Reference** | To be completed by Recruiter. |
| **Closing Date** | To be completed by Recruiter. |
| **Proposed Interview Date (s)** | To be completed by Recruiter. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert location  There is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxx  A panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Details of Service** | Provide details to the following types of questions:   * What service does the unit provide? * What client group is served by the unit? * What are the possible future developments for the service? * What is the team structure? * What area is covered by this service?   There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for. |
| **Reporting Relationship** | Please outline reporting relationships associated with the post:   * To whom will the job holder report? * Who will report to the job holder?   *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** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role.  *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** | What is the overall high-level purpose of the job?  *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** | *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 behavioral 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 documentation 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 of 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 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.   **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 as 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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**  **Please insert Eligibility Criteria for the post - see HSE website at:** [**http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/**](http://hse.ie/eng/staff/Jobs/Eligibility_Criteria/)  **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post specific Requirements** | **This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role**  **e.g.**   * **depth and breadth of experience in providing a service to marginalised communities** * **depth and breadth of experience of working in a High Dependency Unit in an Acute setting** * **depth and breadth of experience of delivering concurrent, multiple projects.**   **Post Specific Requirements are not additional qualifications. It is not possible to include other qualifications in this section, without engaging in having those qualifications recognised as an essential part of the role. Essential requirements form part of the Eligibility Criteria. Eligibility Criteria must be agreed with National HR and are applied to all roles at this grade, not a job in a particular site or service.** |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post**  **e.g.**   * **have access to appropriate transport to fulfil the requirements of the role** * **participate in an on-call rota** |
| **Skills, competencies and/or knowledge** | *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. * an ability to apply knowledge to best practice. * a commitment to continuing professional development. * 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. * an awareness of the need for value for money and a sense of accountability for budgets. * effective time management skills including the ability to effectively prioritise tasks. * the ability to pre-empt potential problems or competing priorities and take appropriate action. * initiative, flexibility and openness to change.   **Team Player**  *For example demonstrate:*   * the capacity to work independently as well as part of a team. * effective team skills, building and maintaining relationships and understanding and valuing individuals and their respective professional roles. * 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. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Audiologist (Staff Grade)**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is **permanent/temporary** and **whole time/part-time.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: **PLEASE INSERT (Pro Rata - part-time)**  **PLEASE INSERT the most recent salary scales for the role and grade code.**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.**  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Infection Control** | Have a working knowledge of 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. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)