





Job Description

1. JOB DETAILS	
Job title:	Lead Paediatric Audiologist
Accountable to:	
Managerially	Audiology Manager
Professionally	Senior Consultant ENT Surgeon
Location: Main Base: Audiology Department, Cumberland Infirmary, Carlisle , CA2 7HY	
Outreach Clinics at West Cumbria Hospital, Workington Community Hospital and Penrith Hospital.	
2. JOB SUMMARY	
All staff are expected to work to the Trust Values:	
 Kindness – Kindness and compassion cost nothing, yet accomplish a great deal.	
 Respect - We are respectful to everyone and are open, honest and fair – respect behaviours.	
 Ambition – We set goals to achieve the best for our patients, teams, organisations and our partners.	
 Collaboration – We are stronger and better working together with and for our patients.	
<p>To oversee and participate in paediatric hearing tests, hearing aid provision, diagnostic tests for babies and shape policy and strategic direction for paediatric services in the department. The post holder is expected to demonstrate excellent leadership qualities and organisation ability. In addition to the clinical aspects, service development will be a core aspect of this position. The successful applicant will be able to develop and ratify standard operating procedures based on modern evidenced based practice. They will be able to show clinical leadership by innovating on clinical procedures in terms of outcome measures, quality assurance practices based on current best practice and national protocols. The successful applicant will have experience undertaking ABR for NHSP and understand national and</p>	

regional guidelines relating to this. CPD is essential and continual reflective practice is encouraged.

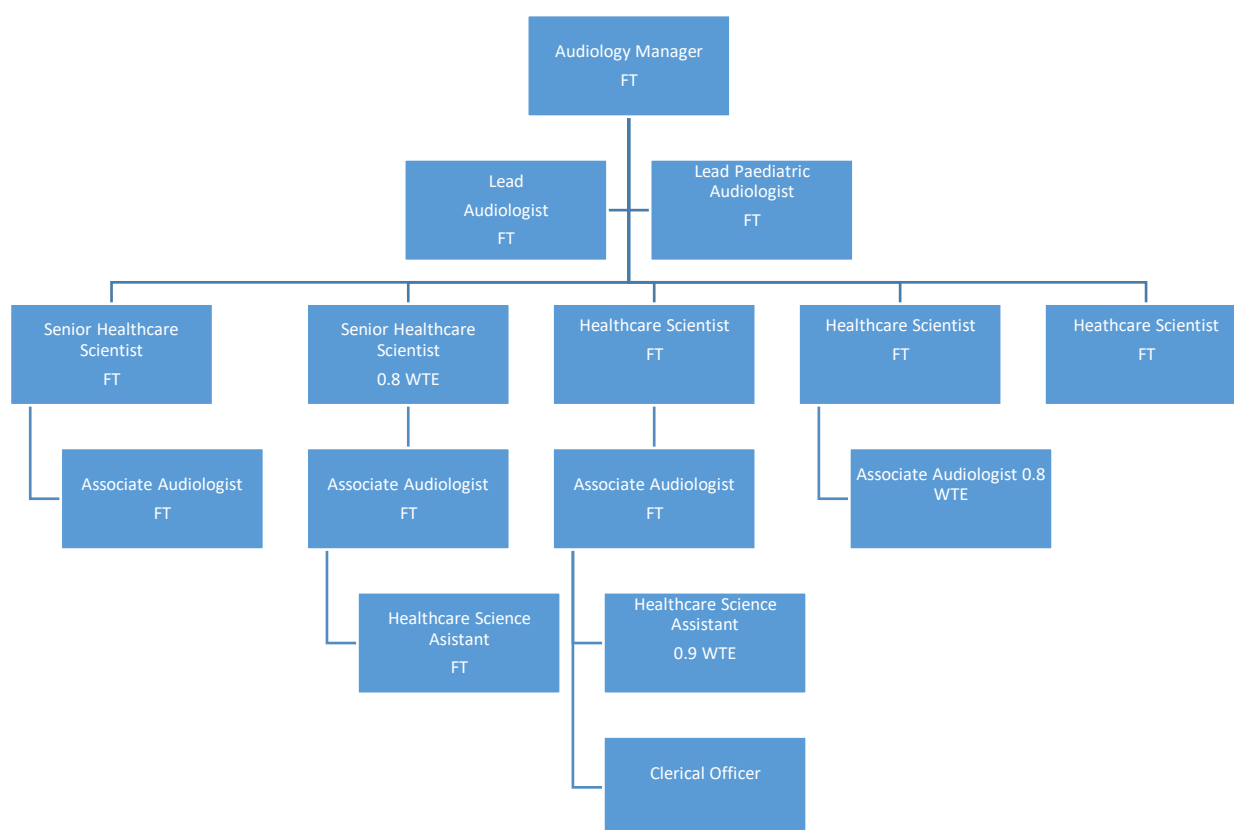
The post holder will work to support colleagues in managing the detection and habilitation of children with permanent childhood deafness and adults requiring advanced diagnostic assessment and/or with complex rehabilitative needs, undertaking essential training as required.

The post holder will provide clinical supervision of the paediatric audiology team, participate in the training of audiology and non-audiological staff. and will deputise for the audiology Manager when unavailable in matters relating to Paediatric service.

3. ROLE OF DEPARTMENT

Provision of a range of audiological investigations, to assess hearing acuity and assist in diagnosis, to patients of all ages from newborn babies to the elderly. Provision of a comprehensive aural rehabilitation service to patients of all ages with hearing loss and tinnitus.

4. ORGANISATIONAL CHART



5. KEY WORKING RELATIONSHIPS

Communicates complex factual information on test procedures, results and medical management strategies to colleagues in the audiology team and relevant medical and nonmedical staff on a daily basis including ENT, GPs, Paediatrics, Health Visitors, Maternity, Community audiology, Education, Local New-born Hearing Screening Programme team, regional equipment calibration team and equivalent professionals in other services.

Communicates complex, sensitive and sometimes highly contentious diagnostic and therapeutic information to parents/ carers and patients on a daily basis, using tact, sensitivity, persuasion and reassurance where barriers to communication exist.

Communicates regularly on a range of often complex issues with relevant academic, professional and voluntary organisations such as the National New-born Hearing Screening Programme(NHSP) QA team, NE Regional NHSP ABR Group, NE&NC ICB, NE&NY regional ABR peer review, Children's Hearing Services Working Group, NDCS, Cumbria Hearing Alliance, Deaf Vision and B.I.D services.

Communicates regularly on a range of operational and strategic issues with medical and non-medical professionals in Recruitment, Informatics, Human Resources, Divisional Management, Finance, Procurement and PCT Commissioners

Communicates complex factual information providing occasional presentations to large groups of professionals and members of the public.

6. DUTIES AND RESPONSIBILITIES OF THE POST

Clinical

- Leadership and direction for the paediatric audiology service
 - Engaging in paediatric hearing tests, in both two tester and single tester clinics
 - Engaging in paediatric hearing aid fitting including usage verification and validation metrics for children.
 - Conducting ABR appointments for children of all ages including babies from the NHSP.
 - Writing SOPS and developing protocols to ensure a high quality of care is delivered
 - Implementing and overseeing quality assurance projects and clinical audit for continuous service improvement and monitoring.
 - Participating and chairing regional meetings relating to paediatric service improvement and improve metrics. Opportunity to attend seminars, training courses and conferences as part of this position. The successful candidate must be able to prioritise their own duties and contribute to the day to day running of the department The successful candidate will be expected to play a key role in contributing to service improvement and development.
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- Select, set up, calibrate and perform a range of audio logical investigations on both adults and children, in accordance with recognised procedures and standards, to evaluate hearing acuity and assist in diagnosis. To provide specialised clinical, technical and scientific expertise to patients and members of staff in relation to these investigations.
 - Analyse and interpret results of investigative procedures and formulate appropriate rehabilitation strategies for patients with respect to their audiological status, communication skills and social needs. To provide specialist clinical, technical and scientific expertise in communicating results to patients and carers and in supervising other members of staff to effectively formulate strategies.
 - Responsible for triaging and prioritising patients referred directly from their GPs for audio logical investigation and hearing aid provision. To analyse and interpret information obtained from their reported history, otoscopic examination and audiological investigation with reference to departmental protocols, to assess their suitability for hearing aids or the necessity for onwards referral to ENT. To supervise other members of staff performing the same role to ensure clinical effectiveness.

- Report findings directly to GPs and other relevant medical personnel to facilitate further management.
- Take accurate and safe impressions of children's ears following nationally recognised procedures, and determine the type of ear mould required to meet clients' audiological needs.
- Modify ear moulds when appropriate, using drills, buffers and grinders.
- Select, programme, verify and evaluate appropriate hearing aids for adults in line with MHAS and departmental protocols, including cases with severe to profound deafness or complex rehabilitative needs. To provide specialist clinical and technical advice to members of staff performing the same task.
- To provide instruction and counselling on the effective use of hearing aids, communicating realistic expectations and advice on the nature and effect of hearing loss. To supervise members of staff performing the same tasks to ensure clinical effectiveness.
- To plan, supervise and participate in open access hearing aid repair sessions, effectively dealing with patients' enquiries and problems and carrying out repairs and modifications to hearing aid systems as appropriate.
- To undertake electrophysiological assessment on babies referred directly from the new-born hearing screening programme by the Local Screening Manager, Health Visitors, SCBU Nurses and designated Screeners. To analyse and interpret results and explain the implications of these results to the family and carers imparting highly complex and sensitive information in cases with permanent deafness. To decide on appropriate management strategy for each case.
- To provide specialised clinical, technical and scientific expertise in supporting staff involved in the screening process.
- To provide highly specialised advice to patients referred from ENT Clinics and those from the existing Audiology client base.
- To manage the assessment and habilitation of children with suspected or confirmed permanent childhood deafness with age appropriate investigative procedures using behavioural, electrophysiological and other forms of assessment to assist diagnosis and establish hearing levels. To analyse and interpret results and formulate habilitation strategies in consultation with family and carers, ENT Clinicians, Education and Community Audiology such as hearing aid provision, surgical management and Cochlear Implantation.
- To select, programme, verify and evaluate appropriate hearing aids for children in line with MCHAS and departmental protocols. To provide specialist clinical, technical and scientific expertise in advising the family, members of staff and Education on selected habilitation strategies.
- To participate in the bi-monthly multi-disciplinary team clinics for children with suspected/confirmed permanent childhood deafness in liaison with professionals from ENT, Education and Community Audiology.
- To participate in bi monthly specialised paediatric assessment clinics with the Lead Community Audiologist for the investigation of 'challenging' cases referred directly from Community Health, ENT, Paediatrics and Audiology.
- To evaluate children referred from ENT post-operatively following grommet insertion to establish the necessity for further management or discharge back to the care of their GP.
- To undertake advanced testing of audio-vestibular function in patients either awake, in natural sleep or in theatre under general anaesthetic, to assist in differential diagnosis of acoustic neuromas and auditory Dys-synchrony, and for threshold estimation in noncompliant adults and children.
- Comply with infection prevention and control procedures at all times.

- Comply with responsibility to safeguard children and vulnerable adults, ensuring attendance at appropriate training

Management

- To provide clinical supervision of NCIC audiology paediatric staff ensuring the highest levels of professional competence within the service, allocating workloads and monitoring performance.
- To work with the audiology Manager to shape and implement new audiology policies and initiate service developments based on national guidelines and policies, determining how these are best interpreted and advising the organization appropriately.
- To participate in the recruitment and selection of new staff.
- To assist the audiology Manager to promote CPD within the audiology team conducting regular appraisals.
- To deputise for the audiology Manager during any absence.
- Support the continued integration of the NCIC Audiology service, in conjunction with Paediatric Lead, within the Children's Hearing Services Group, Cumbria Hearing Alliance and other collaborative groups concerned with Audiology.
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Administration

- To act as System Administrator of the department's computerised patient administration system (Audit base) to facilitate the efficient running of the Audiology service. To carry out modifications to the system, arrange software updates and liaise with Informatics and the system providers in dealing with problems and system failure.
To manage and monitor waiting lists to ensure compliance with the organisations operational policies.
- To utilise the organisation's web-based electronic purchasing application for the procurement of equipment and consumables.
- To monitor the national web-based screening management database (eSP)/S4H and data reports from the National NHSP Centre to establish the performance of the local screening programme in relation to recommended national targets. To ensure the results of relevant diagnostic assessment are accurately entered onto the national web-based screening management database (eSP) S4H
- Maintain relevant records, ensuring accurate data input into all computerised systems.
- Accurately record and maintain paper based and electronic details of hearing aid transactions and tasks performed; document and report on test results, management plans and rehabilitation outcomes.
- Comply with all Trust policies and procedures, ensuring patient confidentiality is maintained in compliance with legislation.

Education

- To create a learning environment within audiology which promotes critical reflective practice to enable improved effectiveness of clinical skills. To provide training and supervision for audiology staff, clinical placement students, ENT Clinicians, and other relevant professionals working within the department and to provide training and promote the service to relevant internal and external medical and non-medical staff both on an individual basis or in presentations to groups..
- Participate in research, audit and surveys as required.
- Undertake continuing professional development, including mandatory and statutory updating, maintaining a portfolio.

7. WORK SETTING AND REVIEW
The post holder is required to work within the policies of North Cumbria Integrated Care NHS Foundation Trust and will report to the Audiology Manager. However, they will, for the most part, work independently and without supervision.
8. INDIVIDUAL RESPONSIBILITIES
<p>The post holder is expected to:</p> <ul style="list-style-type: none"> • adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies • attend mandatory training as identified by the Trust • adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections
9. CONFIDENTIALITY
The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.
10. HEALTH AND SAFETY
Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
11. RISK MANAGEMENT
All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.
12. EQUALITY AND DIVERSITY
<p>All employees of the Trust have responsibility to:</p> <ul style="list-style-type: none"> ▪ Act in ways that support equality and value diversity. ▪ Treat everyone with whom they come into contact with dignity and respect. ▪ Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.
13. SAFEGUARDING
<p>All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.</p> <p>Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.</p>

14. INFORMATION GOVERNANCE

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

15. GREEN STATEMENT

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

PERSON SPECIFICATION
North Cumbria Integrated Care

POST TITLE: Lead Paediatric Audiologist

Factor	Essential	Desirable
Education, Qualifications and training	<p>MSc in Audiology</p> <p>Evidence of competence in ABR testing</p> <p>Evidence of previous leadership ability including service development</p> <p>AHCS/RCCP/HCPC registration</p>	<p>Registered Clinical Scientist (audiology) /Audiological Scientist.</p>
Experience	<p>Proficiency of paediatric hearing aid fittings and assessment.</p> <p>Proficiency conducting paediatric ABR and understanding of national guidelines and protocols</p> <p>Experience of leading two tester VRA paediatric clinics</p> <p>Experience working in the NHS specifically in paediatric clinics</p> <p>Experience in a leadership position – writing protocols/Implementing quality assurance</p>	<p>Experience using Auditbase (patient management system)</p> <p>Experience with commissioning and owning clinical audit</p>
Knowledge	<p>Good communication and interpersonal skills.</p> <p>Understands issues surrounding hearing impairment and potential impact development, schooling and later attainment in life in a paediatric population.</p> <p>Ability to interact with children on paediatric clinics</p> <p>Ability to formulate protocols and plans at a departmental level.</p> <p>Understanding of safeguarding issues around paediatric work</p> <p>Ability to manage patients accordingly with the clinical information available.</p>	<p>Evidence of independent learning and continued professional development.</p> <p>Familiarity with current I.T systems (auditbase)</p> <p>Proficiency with office suite such as word/excel/publisher</p>
Skills and Aptitudes	<p>Excellent written and verbal communication/counselling skills.</p> <p>IT skills.</p> <p>Fine manual dexterity.</p>	<p>Use of Auditbase patient management systems.</p>

	<p>Ability to formulate appropriate patient management plans based on good case history information.</p> <p>Able to prioritise work to meet deadlines.</p> <p>Ability to work as part of a multidisciplinary team.</p> <p>Ability to diffuse conflict situations</p> <p>Ability to plan/implement service development in line with local and national policies</p> <p>Ability to work effectively without supervision</p>	
Personal Circumstances	<p>Good self-management skills</p> <p>Excellent attendance record</p> <p>Flexible to service needs/changes</p>	
Other requirements	Able to travel independently to outreach clinics.	Driving licence/ access to own transport

Experience can be considered as comparable to qualifications quoted but should be clearly detailed on the application in order to demonstrate equivalence.