



### Job Description

#### Reference:

**Directorate:** Surgery

**Post:** Adult Audiologist

**Grade:** Band 5

**Hours of Work:** 37.5hrs/week

**Responsible to:** Lead Adult Audiologist

**Accountable to:** Clinical Head of Service Audiology

**Hospital:** Trustwide: In order to meet the needs of the Trust's services you may be required to work at other locations to your normal place of work and take a flexible approach to working.

#### Role Summary

1. Post holder must have a BSc or PTP in Audiology, BAAT part I and II or equivalent, have appropriate experience and be RCCP or HCPC registered.
2. Undertakes routine and occasionally complex clinical caseloads in Adult Audiology without supervision. Service is provided at hospital and community locations.
3. This includes providing Audiology cover for ENT clinics, the provision of common Audiology techniques and a full hearing aid service; fitting, reassessments and repairs to NHS hearing aids.
4. Provides expert clinical service in habitation of adults with hearing loss and tinnitus.
5. Assists with clinical supervision and training of junior staff and students.
6. Updates own professional knowledge, keeping abreast of new digital hearing aid technology, assessment techniques and best clinical practice.

### **Duties and Responsibilities:**

- ◆ Undertake full Audiological assessments of patients and to assist in complex and non-routine cases such as those with multiple disabilities and severe communication difficulties. This include history taking and carrying out hearing and auditory function tests to include pure tone audiometry, tympanometry, acoustic reflex testing and speech audiometry.
- ◆ Carry out examination of the ear by Otoscopy in patients including complex cases, to identify the anatomy of an individual's ear, any abnormalities or pathology.
- ◆ Analyse results to determine the next stage of diagnostics required, and to problem solve inconsistent or erroneous findings.
- ◆ Take medical histories of patients directly referred from primary care to exclude pathologies requiring a medical opinion
- ◆ Develop and implement Individual Plans for patients, including complex and routine cases.
- ◆ Ensure that clinical equipment used is calibrated, decontaminated and maintained according to national and departmental protocols

### **Rehabilitation duties**

- ◆ Holistically obtain history including the assessment of disability, handicap and expectations.
- ◆ Take accurate ear impressions using suitable material for patients to include post-operative patients and those with additional needs.
- ◆ Modify ear moulds using the range of laboratory equipment available.
- ◆ Following national and departmental guidelines and protocols, but with an understanding of when these cannot be adhered to:
  - Select appropriate hearing aids and prescription formulae based on the needs assessment and diagnostic test results.
  - Accurately fit digital hearing aids to patients including those with additional needs.

- Evaluate hearing aid fitting using real ear/probe microphone measurements, alongside aided outcome measure tools i.e. questionnaire, speech testing etc.
- Follow-up to enable fine tuning of digital hearing aids and onward referral to other specialist services
- ◆ Provide counselling to patients/carers regarding the nature and extent of any hearing deficit, and the options on how this could be managed.
- ◆ Manage distressed or angry patients/carers sensitively, especially when disclosing test results and management options.
- ◆ Ensure patients/carers are fully aware of the use of any devices issued
- ◆ Maintain and perform repairs on all hearing aids and earmoulds, which includes retubing, reshaping of earmoulds, replacing battery drawers and testing hearing aid performance in the test box or listening checks.
- ◆ Provide expert advice to other staff, ENT consultants and others.

### **Other duties**

- ◆ Within the above duties select and administer a wide range of diagnostic tests, structured assessment and treatment plans, working under the guidance of departmental and national policies, protocols and guidance.
- ◆ Support the education and training of staff, MSc, PTP, STP and all students in the department.
- ◆ Provide training to other staff groups, including medical students, nursing staff and community-based health professionals.
- ◆ Maintain accurate and comprehensive clinical records using the computerised patient management system.
- ◆ Provide written and verbal reports on patients to referrers.
- ◆ Assist the team leader in the maintenance and calibration of the service's equipment

- ◆ Assist in keeping accurate activity statistics
- ◆ Prioritise own workload
- ◆ Take responsibility for own continual professional development.
- ◆ Participate in continuous service improvement to enhance the quality, safety and efficiency of patient care.
- ◆ Assist in stock and equipment management, including the carrying of equipment and stock to peripheral/ community clinics and for domiciliary services.
- ◆ Ensure efficient use of resources.
- ◆ Participate in departmental research and audit, and multi-centre trials.
- ◆ Actively participate in departmental team meetings and training

### **Working relationships & Communication Requirements**

- Good communication skills passing on relevant technical and/or condition related information with persuasion and reassurance for better understanding.
- Daily communication and interaction with adult rehabilitation colleagues.
- Daily interaction with Lead Audiologist and Head of Department.
- Act as a mentor to students and colleagues, participating in induction programmes, guiding practice, and assessing competence to develop staff.
- Medical equipment maintenance team and IT department.
- Medical and Para medical staff which includes ENT consultants, ward doctors, etc.
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- Communicates complex information; persuasion and reassurance barriers to understanding. Communicates condition related information to patients, relatives and carers (e.g. tinnitus.)
- Communication with outside agencies

### **Knowledge, Training and Education**

- Undertake further training for professional development as required by registration protocols.
- To supervise and teach junior and less experienced members of staff by demonstration and tuition in areas of more specialists testing.
- To be involved in the training courses provided by the Audiology department to other professional groups e.g. ENT SHOs.

### **Administrative Responsibilities**

- To undertake general administrative duties, including the keeping of medical records and report writing.
- To participate in the computerised data collection of patient activity.
- To ensure that stocks of hearing aids and other audiological equipment are ordered.
- To participate in the provision of an ear mould and hearing aid repair service.

### **Other Responsibilities**

- To ensure that all audiological equipment is routinely calibrated and maintained in necessary working order.
- To keep abreast of developments within the field of audiology and actively pursue professional self-development.
- To take responsibility for the Health and Safety of staff and patients within the Audiology Service as necessary.
- Other duties from time to time that may be required by the Head of Services.

### **Responsibility for Policy/Service Development**

- Where necessary monitor departmental protocols for various procedures



- To conduct outcome measures relating to clinical work.
- To support the Department in the development and implementation of the Clinical Governance agenda.

### **Responsibility for Research & Development**

- Actively participate in departmental research as required
- Participation in audits, developing and using measures of audiological practice and presentation of results within the department.
- Attend regular staff meeting

### **Other Aspects of the Role**

- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.

### **Generic Responsibilities**

To comply with **all** Trust Policies and Procedures which may vary from time to time. Copies of the current policies and procedures are available from the HR Department or on the Intranet. In particular:

To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.

To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.

To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote good race relations and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment for patients and staff in accordance with the Trust's policies, to ensure that no person receives less favourable treatment than another on the grounds of sex, marital status, race, religion, creed, colour, nationality, ethnic or national origin, sexual orientation, age or disability. To be trained in and demonstrate fair employment practices, in line with trust policies.



To comply with the Trust's Smoke-Free Policy

To adhere to the Trust's Infection, Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all healthcare associated infections including MRSA. In particular:

- Observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after patient contact in all patients with diarrhoea. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations
- Attend infection control training provided by the Trust as set out in the infection control policy
- Contact Occupational Health in the event that an infection transmissible to patients is contracted

To work in accordance with the Trust's policies on safeguarding children and vulnerable adults. London North West University Healthcare NHS Trust is committed to protecting, safeguarding and promoting the welfare of children and vulnerable adults and expects all employees to carry out their duties in accordance with this commitment.

To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the post holder.

**Role Profile Agreed In Partnership Between:**

**Job holder's name:**

**Manager's name: Chandni Patel**

**Signed:**

**Signed:**



## PERSON SPECIFICATION

**Job Title: Adult Audiologist**

	Essential	Desirable	Method of Assessment
<b>Training &amp; Qualifications</b> <ul style="list-style-type: none"> <li>BSc or PTP in Audiology or BAAT parts I &amp; II or equivalent</li> <li>Registration with Health Professions Council / RCCP (or working towards registration).</li> </ul>	✓ ✓		A A
<b>Experience</b> <ul style="list-style-type: none"> <li>Post qualification experience working in an adult audiology department.</li> <li>Handling of adult audiology case load</li> <li>Direct Referrals, hearing assessments, fitting of digital aids, ENT support.</li> <li>Participation in research</li> </ul>	✓ ✓ ✓ ✓		A/I A/I A/I A/I A/I
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Knowledge of health service practices and understanding of clinical governance.</li> <li>Up to date knowledge of testing and current practices.</li> <li>Able to use Initiative.</li> <li>Able to work under pressure.</li> <li>Excellent communication skills.</li> <li>Attention to detail/Presentation skills.</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓		A/I A/I A/I A/I A/I A/I
<b>Skills</b> <ul style="list-style-type: none"> <li>Competent at carrying out a full range of audiological testing</li> <li>Competent at fitting wide range of NHS digital hearing aids</li> <li>Ability to communicate effectively with hearing impaired patients of all ages</li> <li>Good interpersonal skills</li> <li>Excellent verbal and written presentation skills</li> <li>Interest and aptitude for research and development of the clinical service</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓		A/I A/I A/I I I I
<b>Other</b> <ul style="list-style-type: none"> <li>Computer literate</li> <li><u>Accountability</u> – Takes responsibility for own actions and promotes good team working</li> </ul>	✓ ✓		I I





Putting **patients**  
at the **HEART**  
of everything we do



**London North West  
University Healthcare**  
NHS Trust

<ul style="list-style-type: none"> <li>• <u>Openness</u> – Shares information and good practice appropriately</li> <li>• <u>Mutual respect</u> – Treats others with courtesy and respect at all times.</li> </ul>	✓		
	✓		

\*\*A - Application Form

I - Interview

T - Test