

Job Title:	Associate Audiologist
Reports to (job title):	Professional Lead for Children's Community Audiology

Job purpose

The post holder will be responsible for supporting the audiological assessment of children and young people aged 0 to 19 years including children and young people with complex needs. The post holder is required to assist Paediatric Audiologists with Visual Reinforcement Audiometry (VRA), routine administrative tasks and speaking with families and colleagues on the phone. The post holder will be required to work in a multidisciplinary team alongside Associate Audiologists(s), Paediatric Audiologists from the local acute trust, Sensory Support Teachers, and Specialist Paediatricians. The post holder is also required to contribute to developing the service, working in conjunction with all members of the Children's Community Audiology Service. The service covers B&NES, West/North Wiltshire, and East Mendip (Somerset) and travel between different clinical sites will be required.

Base

The main base for this role is St Martin's Hospital, Bath. However, the post holder will be required to travel to various community clinics as advertised.

Proposed job plan

The role of an Assistant Audiologist is to support the Paediatric Audiologist(s) to deliver effective high quality patient care within the Children's Community Audiology Service.

Outline of Provisional Job Schedule:

This role is part-time, 30hours per week. There is option for a structured, but flexible working pattern during the service hours of 8.30am to 5.30pm.

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role:

This post is responsible for working under the guidance of a registered Paediatric Audiologist within the Children's Community Audiology Service to

- Establish a good rapport with children, young people and their families
- Assist with paediatric audiology clinics e.g. Visual Reinforcement Audiometry
- Use an electronic record-keeping system (e.g. Auditbase, SystemOne) to maintain ongoing accurate records for a child/young person on the paediatric audiology caseload
- Stage A calibration checks
- Liaise with colleagues from other disciplines e.g., safeguarding team, ENT, Health Visitors, Hearing Support Services

- Communicate effectively with children, young people and families who access the Children's Community Audiology Service
- Work with other team members to ensure the smooth running of audiology clinics, being flexible where necessary
- Keep up to date with current developments in audiology, contributing to service evaluation and supporting implementation of changes under the guidance of the Professional Lead for Children's Community Audiology
- Support and contribute to clinical audit and research activities when required
- Follow a procedure to contribute to local and national audit and quality measures, therefore participating in the process of clinical governance, under supervision
- Maintain the quality of own work through adherence to the organisation and department policies and procedures and national guidelines:
 - Completing Quality and Safety training in a timely manner
 - Actively participate in the annual appraisal system
 - Undertake regular supervision
 - Demonstrate commitment to continuing personal development and acquisition of further skills and knowledge
 - React appropriately to disclosure of information triggering child protection/vulnerable adult procedures
- Practice within legal frameworks and current legislation e.g. confidentiality, consent, data protection, health and safety at work, whilst considering professional and ethical principles
- Work as part of a clinical team, attending and contributing to team meetings as appropriate
- Take responsibility to plan, prioritise and organise own workload and manage time efficiently and effectively
- Behave in a professional and respectful manner at all times
- Communicate in an open, honest and direct manner

The post holder will require emotional resilience, sensitivity, and concentration in difficult clinical situations, e.g., being present when breaking difficult news about new diagnosis of hearing loss to families who may be anxious and emotional, or dealing with distressed families

The role requires the post holder to be able to move around the clinic and to adopt awkward positions at times, e.g., sit in small chairs.

The post holder will be required to travel between different clinic locations across the clinical area.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none">• Inspire• Understand• Communicate	<ul style="list-style-type: none">• Challenge• Improve• Learn	<ul style="list-style-type: none">• Accountability• Involve• Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management: NHS Code of Practice](#), [NHS Constitution](#) and [HSCIC Code of Practice on Confidential Information](#) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines

- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on DATIX or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- Minimum GCSE grade 4 or C in English and Maths
Or
- NVQ level in relevant field
- Minimum two years' experience working with children
- Ability to learn as demonstrated by previous education/qualifications
- Have an excellent standard of spoken and written English
- Excellent communication skills, both verbal and written with the ability to communicate appropriately, clearly, directly, honestly and effectively in a variety of settings
- Ability to demonstrate a commitment to the HCRG Care Group values and behaviours (care, think, do)
- Ability to work in a multi-disciplinary team and diverse patient group
- Be able to on occasions cope with and appropriately manage the emotional consequences of working with patients and distressing conditions or in a challenging situations
- Have a good awareness of self and of others
- Have a high level of self-motivation and enthusiasm
- Excellent organisation skills
- Good skills with IT
- Knowledge and understanding of Child Protection/Safeguarding procedures
- Be prepared to travel across B&NES and Wiltshire to carry out the duties required for the role

Desirable

- Knowledge or experience of working with children with hearing loss

Employee signature

Manager signature
