

Job Title:	Paediatric Audiologist (Band 5)
Reports to (job title):	Head of Children's Community Audiology

Job purpose

The post holder will be responsible for providing an audiological assessment service for children aged 0 to 19 years including children and young people with complex needs. The post holder is required to work autonomously and to make decisions about the management of the children that they see in clinic. They will be required to work in a multidisciplinary team alongside Associate Audiologists, Paediatric Audiologists from the local acute trust, Sensory Support Teachers, and Specialist Paediatricians. The post holder is also required to make a significant contribution to developing the service, working in conjunction with the Head of Children's Community Audiology. 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

This role is a Paediatric Audiologist responsible for patient care and effective high quality service delivery within the Children's Community Audiology Service.

Outline of Provisional Job Schedule:

This role is full-time, 37.5 hours per week. There is option for a structured, but flexible working pattern during the service hours of 8am 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:

Responsibility for patient and client care

- To autonomously undertake paediatric hearing assessment clinics using appropriate behavioural and objective test techniques, to enable the formulation of individual care plans. This will include the assessment of children considered to be routine as well as those with complex needs
- To write appropriate clear and concise reports to communicate test findings to the referring professional and others involved in the care of the child, including the parent(s)/carer(s)

Communication and relationship skills

- To liaise with colleagues from other disciplines in making individual care plans, e.g., safeguarding team, ENT, Health Visitors, Hearing Support Services
- To communicate effectively with children, young people and families who may have hearing loss

Planning and organisational skills

- To plan and prioritise own administrative workload, and manage time effectively
- To work with other team members to ensure the smooth running of audiology clinics, being flexible where necessary

Responsibility for policy and service development

- To keep up to date with current developments in audiology, evaluating and if appropriate implementing these in association with the Head of Children's Community Audiology
- In conjunction with the Children's Community Audiology Service team, contribute towards service development
- To undertake clinical audit as part of the departmental annual audit cycle

Quality

- Maintain the quality of own work
- Contribute to the improvement of quality in own service area by reporting and resolving issues and making suggestions for improvement to the Head of Children's Community Audiology

Information Resources

- Be proactive in ensuring the accuracy of data on the organisation's systems and databases and take appropriate action in case of concern or issue
- Accurate data input to key IT systems and databases such as Auditbase
- Operate and maintain a range of statutory, regulatory and corporate business processes and systems as required
- Participate in IT related projects and initiatives as required

Emotional effort and mental effort

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

Working conditions

- 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

Health, safety and security

- Adhere to the organisation's policies and procedures in relation to health and safety
- Assist in maintaining the health and safety of self and others
- Be proactive in identifying risks to health and safety and take appropriate action to resolve them, reporting to Head of Children's Community Audiology or others as appropriate

Freedom to Act

- Use own initiative to deal with non-routine tasks and situations in a timely and effective way
- Be proactive in highlighting areas of concerns within the Children's Community Audiology Service
- Prioritise own workload on a day-to-day basis and ensure that the work of the team is prioritised appropriately

Equality, diversity and rights

- Act in ways which support and promote equality and value diversity in own work
- Challenge bias, prejudice, and intolerance if appropriate

The post holder is required to undertake any additional duties as delegated by the Head of Children's Community Audiology.

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

- Inspire
- Understand
- Communicate

Think

- Challenge
- Improve
- Learn

Do

- 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 CIRIS 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 flourish. 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

Qualifications

- BSc/MSc/PTP in Audiology or parts I and II of BAAT Certificate for higher training
- Evidence of CPD
- On the voluntary register with RCCP or able to achieve registration
- Current driving license

Experience

- At least 6 months working in an NHS Audiology department
- Experience of behavioural hearing assessment
- Ability to work with children and their parents with other disabilities

Skills and abilities

- Ability to demonstrate a commitment to the HCRG Care Group values and behaviours (care, think, do)
- Ability to work as an autonomous professional
- Ability to work in a multi-disciplinary team and diverse patient group
- Excellent communication skills, both verbal and written with the ability to communicate appropriately and effectively in a variety of settings
- Excellent organisation skills
- Ability to formulate comprehensive and appropriate management plans based on good case history
- Ability to work across professional and organisational boundaries

Knowledge

- Theoretical and practical knowledge of paediatric audiology
- Knowledge of health service practices and understanding of clinical governance
- Knowledge and understanding of Child Protection/Safeguarding procedures
- Computer systems

Other requirements

- Self-motivated and enthusiastic

Desirable

Qualifications

- British Sign Language (BSL) qualification
- Deaf awareness qualification
- Current membership of BSA/BAA

Experience

- Minimum of 1 year paediatric audiology experience
- Experience of peer review
- Experience of working with children, young people and families in the deaf community

Skills and abilities

- Research and audit skills

Employee signature

Manager signature
