

**JOB DESCRIPTION**

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| <b>Job Title</b>         | Audiologist   |
| <b>Pay Band</b>          | Band 5  |
| <b>Reporting to</b>      | Francis Williams, Audiology Manager   |
| <b>Accountable to</b>    | Rehabilitation Manager  |
| <b>Key relationships</b> | Audiologists<br>Ear, Nose and Throat colleagues<br>Ward Clerks<br>General Practitioners<br>Medical Secretaries<br>Medical records |

**Job Summary**

To work as part of the Audiology team providing clinical support to the adult and paediatric service. Assists the audiology manager in the daily clinical workload of the department without direct supervision. This involves the assessment, diagnosis and rehabilitation related to hearing loss to adults and children over the age of three years across two hospital sites and community settings.

**Main duties & responsibilities**

1. To perform and analyze diagnostic hearing assessments on adults and children over the age of 36 months.
2. Examination of the pinna, external auditory canal and tympanic membrane to identify normal and healthy features using otoscopy.
3. Recognizing contraindications to performing further procedures and appropriate referral to ENT, Dressing Clinic, GP, Treatment Rooms and Radiology.
4. Perform pure tone audiometry using headphones and bone conduction vibrator to elicit accurate hearing threshold levels, using masking when appropriate in line with British Society of Audiology's recommended guidelines.
5. Use of tact and persuasion and modification of procedure where barriers to understanding exist.
6. Perform middle ear analysis using tympanometry, following the British Society of Audiology's recommended procedure to record compliance, middle ear pressure, acoustic reflexes and acoustic reflex decay and reporting on findings.

7. Selection, programming and objective and subjective verification when prescribing hearing aids.
8. Assessment of patient's individual physical abilities, motivation and social needs in choice of hearing aid and functions.
9. Use of real ear measurement techniques in the objective verification against prescription using relevant hardware and software. Placement of probe tube microphones to accomplish this verification requires fine manual dexterity and care when placing them within a few millimetres of the eardrum. Use of live voice and the Arthur Boothroyd wordlists and BKB sentences in the subjective measurement of hearing aid performance.
10. Adjustment of hearing aid parameters away from prescription in response to patient's experiences.
11. Instruct the patient on the effective use of hearing aids, communicating realistic expectations and limitations of amplification.
12. Negotiate individual care plans to empower the patient to address their communication and hearing needs.
13. Use effective communication and persuasion where poor motivational attitude to hearing loss, visual impairment, dementia, stroke, aphasia and other health conditions co-exist.
14. Use of the Glasgow Hearing Aid Benefit, GHAB, questionnaire to measure handicap and disability before and after treatment.
15. Refer to Social care for assistive listening equipment and signpost to hearing related voluntary agencies.
16. Participate in the open access drop-in hearing aid repair clinics, this entails the maintenance, repair and replacement of faulty hearing aids and earmoulds, supplying batteries and accessories and the taking of aural impressions by the syringe method. Dealing with queries and problems presented by the patient/carer, identifying those that would benefit from reassessment or require referral on to other support services.
17. Provide cover for our outreach services in the community.
18. Provide a full audiology service to in-patients on wards.
19. Occasionally support the domiciliary service when joint visits are required by accompanying a senior member of the team to a private address or residential home.
20. Modification of earmoulds using grinders, polishers, buffers and drills and appropriate safety equipment. Fine dexterity, good grip and motor skills are required to make very fine modifications and drill very small vents.
21. Selection of appropriate earmould types and produce accurate and safe impression as per British Society Society's recommended guidelines, using the syringe method on adults and children aged over 36 months.
22. Accurate and timely documentation of patient case history and test results within the appropriate patient management system's modules.
23. To communicate effectively with patients, carers, relatives and guardians to ensure understanding of diagnosis/ condition and ongoing management.
24. To liaise with other professionals outside audiology e.g. ENT colleagues, teachers for the deaf, social workers, ward clerks and health centre staff.

25. Manage own workload in an efficient and effective whilst allowing time for other non-direct patient professional activity

### **General**

1. To abide by the relevant Codes of Professional Practice if applicable and NHS Codes of Conduct.
2. It is a requirement of employment within Southport and Ormskirk Hospital Trust that all staff must comply with the obligation of confidentiality to person identifiable information. The Data Protection Act 1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the trust to uphold the principles of the Act.

Any employee disclosing confidential/patient records or information to any unauthorised person or persons will render the employee subject to disciplinary action.

3. The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. Every member of staff employed by the Trust must take responsibility for any request for information that they receive and respond in line with Southport and Ormskirk Hospital Trust's Freedom of Information Policy and guidance.
4. All employees are required by Section 7 of the Health and Safety at Work Act (1974) to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
5. All staff employed by Trust must adhere to the standards of record keeping outlined in the Records Management Policy and guidance documents.
6. To ensure compliance with all Trust Risk Management, Research Governance and Infection Control Policies and Procedures and abide by the Essential Standards of quality and safety.
7. Undertake appropriate Induction and Mandatory training, including infection control and comply with all Trust Infection Control policies relevant to the post, particularly with regard to the hand hygiene policy. To remind and challenge colleagues of their Infection Prevention and Control responsibilities if there is a potential or actual breach of policy.
8. It is incumbent on the post holder to continually update his/her professional awareness and carry out other duties deemed appropriate to the grade of the post.
9. The post holder is required to take all reasonable measures in relation to their health and well-being.
10. The post holder is required to adhere to Trust procedures in relation to Equality and Diversity, including the Staff Charter and NHS Constitution.

11. The post holder is required to adhere to the values of the Trust. **SCOPE:**  
**Supportive, Caring, Open and Honest, Professional, Efficient**
12. Staff must be aware of any comply with Safeguarding Policies and Procedures for both adults and children in order to promote safeguarding and prevent abuse to vulnerable people who may be working, visiting or receiving treatment within the organisation. All staff have a responsibility to report any suspicion of abuse to their Line Manager or Safeguarding Leads.
13. This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder.
14. The duties listed above may change over time and additional duties may be required appropriate to the pay band of the post.

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| <b>Date job description reviewed</b> | <b>March 2021</b>                   |
| <b>Author</b>                        | Francis Williams, Audiology Manager |

## PERSON SPECIFICATION

| Recruitment Criteria  | Essential | Desirable |
|---|-----------|-----------|
| <b>Qualifications</b>   |           |           |
| BSc Audiology Degree or equivalent  | E         |           |
| RCCP Registered or if newly qualified working towards registration  | E         |           |
| <b>Knowledge &amp; Experience</b>   |           |           |
| Relevant experience at working at Band 5 level  | E         |           |
| Evidence of clinical competence   | E         |           |
| Working as part of a multidisciplinary team   |           | D         |
| Knowledge of complex hearing needs  |           | D         |
| Knowledge of Tinnitus Retraining and sound therapy  |           | D         |
| Knowledge of Vestibular Function Tests  |           | D         |
| Experience of fitting advanced digital hearing aids   | E         |           |
| Paediatric experience   |           | D         |
| <b>Skills &amp; Abilities</b>   |           |           |
| Analysis of test pure tone audiometry and tympanometry results  | E         |           |
| Competent use of audiological equipment and software.   | E         |           |
| Performing real ear measurements including real ear to coupler difference, RECD.  | E         |           |
| I.T Skills  | E         |           |
| Excellent communication skills  | E         |           |
| <b>Physical effort</b>  |           |           |
| The post involves sitting, walking and stooping to look in ears and place headsets on the patient in a variety of settings across both sites and community and domiciliary settings |           |           |
| Good hand to eye coordination and dexterity   |           |           |
| Travelling between hospital and community audiology sites   |           |           |
| Be able to carry equipment and pull a trolley   |           |           |
| <b>Mental Effort</b>  |           |           |
| The post requires frequent use of concentration in assessing patients and negotiating individual care plans as some appointments last 90 minutes.                                   |           |           |
| Conveying detailed and complex information to patients and carers where there may be significant communication barriers   |           |           |
| <b>Emotional Effort</b>   |           |           |
| Communicating with a wide variety of people including patients, carers, medical staff, social care and the public   |           |           |

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| The post holder will be exposed to sensitive, emotional and occasionally distressing circumstances and may treat people who are at the end of life or aggressive |  |  |
| <b>Working Conditions</b>  |  |  |
| The post holder will work in consulting rooms and soundproof booths within the Audiology department and occasionally visit the wards and residential care homes  |  |  |
| Routinely encounters unpleasant smells and sights within the ward and residential home visits  |  |  |
| The soundproof booths and small consulting rooms often become stuffy and can feel claustrophobic   |  |  |
| The post holder will be using a visual display frequently sat at a work station.   |  |  |