



DISGRIFIAD SWYDD

MANYLION SWYDD:

Teitl Swydd:	Ymarferydd Awdioleg (Gwyddonydd Clinigol neu Awdiolegydd)
Band Cyflog:	Band 5
Oriau Gwaith a Natur y Contract:	I'w gwblhau wrth recriwtio
Uwch Adran/ Cyfarwyddiaeth:	NWMCS
Adran:	Awdioleg
Lleoliad:	I'w gwblhau wrth recriwtio

TREFNIADAU'R SEFYDLIAD:

Yn rheolaethol atebol i:	Arweinydd Tîm Swyddogaethol Awdioleg Lleol
Yn adrodd i: Enw'r Rheolwr Llinell	I'w gwblhau wrth recriwtio
Yn gyfrifol yn broffesiynol i:	Cyfarwyddwr Clinigol Awdioleg

Crynodeb/ Pwrpas y Swydd:

Bydd yr Ymarferydd mewn Awdioleg yn darparu asesiadau ac adsefydliad yn y gwasanaeth Awdioleg Clinigol. Bydd hyn yn cynnwys arwain o ran cynllunio gofal unigol a'i ddarparu fel Ymarferydd Annibynnol dan oruchwyliaeth anuniongyrchol uwch gydweithwyr. Yn ychwanegol, bydd yr Ymarferydd yn cyfrannu at feysydd penodol o weithgaredd gwyddonol o dan oruchwyliaeth uwch gydweithwyr. Bydd hyn yn cynnwys cyfrannu at weithgaredd datblygu gwasanaeth, archwilio a darparu gweithgaredd datblygiad proffesiynol parhaus mewnol a gwaith rhyngasiantaethol. Bydd yr Ymarferydd yn cyfrannu at hyfforddiant a goruchwyliaeth gydweithwyr iau a'r rheiny sydd dan hyfforddiant fel y cyfeiriwyd gan gydweithwyr uwch.

RÔL GLINIGOL

1. Cynnal y gweithdrefnau canlynol o dan oruchwyliaeth anuniongyrchol uwch gydweithwyr:

1.1 Asesu ac adsefydlu cleifion sy'n oedolion sy'n cael eu cyfeirio'n uniongyrchol o ofal cychwynnol neu ENT. Gan gynnwys:

- Asesu anghenion unigol cleifion sy'n colli eu clyw neu sydd â thinitws.
- Asesu a dadansoddi swyddogaeth y glust a chlyw i alluogi diagnosis priodol a'i reoli, yn cynnwys cyfeirio ymlaen at arbenigwyr meddygol eraill.
- Llundio cynlluniau adsefydlu byrdymor a hirdymor ar gyfer triniaeth cleifion.
- Cwnsela cleifion, perthnasau a gofalwyr o ran goblygiadau colli clyw a'u darbwyllo o ran y cynllun gorau i fynd i'r afael â hynny, cymhelliant a chydabod colled. Bydd hyn yn cynnwys cyfleu gwybodaeth gymhleth i gleifion a gofalwyr lle gallai fod rhwystrau i ddealltwriaeth.
- Defnyddio cyfleusterau meddalwedd datblygedig a chymhleth yn rheolaidd i ddewis a rhaglennu cymhorthion clyw er mwyn helpu i wneud penderfyniadau cymhleth yn ymwneud â gosodiadau a swyddogaethau cymhorthion clyw.
- Dilysu ffitiadau cymhorthion clyw gan ddefnyddio dulliau Real Ear Measurement sy'n cynnwys gosod microffon archwilio mân yn ofalus ac yn gritigol i gyntedd y glust gyda blaen o fewn 5mm i tympan y glust (er mwyn osgoi poen i'r claf a sicrhau bod mesuriadau'n ddibynadwy), dewis presgripsiwn gosod teclyn cymorth clyw addas a pharu allbw m y teclyn cymorth wedi'i fesur â tharged y presgripsiwn gan ddefnyddio eich sgiliau barnu eich hun ac felly'n gwerthuso mesuriadau amcan gyferbyn ag adborth goddrychol gan y claf (o ran perfformiad y teclyn cymorth clyw).
- Rhestru a chofnodi canlyniadau prawf allweddol o'r holl fesuriadau yn System Rheoli Cleifion Awdioleg (APMS).
- Addasu manwl o ran mowldiau clust cleifion am resymau acwstig a chysur gan ddefnyddio offer arbenigol (peiriant llifanu, dril mân a llathrydd).
- Cymryd argraffion o glustiau ar gyfer mowldiau clust unigol sy'n cynnwys gosod otostôp (sbwng mandyllog gyda chortyn i'w dynnu allan) yng nghyntedd y glust yn gritigol, gan ddibynnu ar y math o nam ar y clyw dan sylw.
- Dewis mowld clust priodol i gynnwys math o ddeunydd a nodweddion acwstig, gan ddibynnu ar y nam ar y clyw dan sylw ac anghenion cleifion.
- Defnyddio mesurau canlyniad a adroddir gan gleifion (PROMS) yn rheolaidd i ddatblygu, newid a monitro'r cynllun adsefydlu hirdymor a chynnydd yn y cynllun yng ngoleuni gwybodaeth a geslir.
- Otosgopi (archwilio'r clustiau gydag otosgôp) i adnabod a nodi patholeg cyntedd y glust, tympan y glust a'r glust ganol a allai fod yn wrtharwyddion o ran camau, profion neu driniaeth i'w rhoi.
- Tynnu cwyr y glust gan ddefnyddio technegau a gweithdrefnau fel yr amlinellwyd ym mholisiau a gweithdrefnau'r Adran a'r Bwrdd Iechyd.
- Adnabod yr angen am apwyntiadau pellach i gleifion a'u trefnu yn ôl yr angen.
- Adnabod yr angen i gyfeirio ymlaen at weithwyr proffesiynol eraill yn briodol (e.e. ENT, Therapi Clyw) ac asiantaethau eraill (Gwasanaethau Cymdeithasol, RNID, y Sector Gwirfoddol, grwpiau Hunan Gymorth).
- Rhoi'r holl driniaethau yn unol â pholisïau a thriniaethau sydd wedi'u llunio gan Gymdeithas Awdioleg Prydain (corff proffesiynol) neu'r adran.
- Rheoli cleifion yn uniongyrchol o glinigau atgyweirio mynediad agored. Yn cynnwys

atgyweiriadau trwy'r post ac yn cynnwys gwirio, profi, canfod namau a gwirio gwarantiadau o gymhorthion clyw â namau arnynt.

- Cofnodi'r holl weithredoedd yn yr APMS yn gywir ac yn brydlon.

1.2 Rhoi cefnogaeth ddiagnostig uniongyrchol ar gyfer ENT i glinigau cleifion allanol oedolion a phaediatrig (oed ysgol) yn cynnwys

- Cynnal profion diagnostig ar swyddogaeth clyw, gan egluro yn defnyddio barn glinigol ar brofion pellach sydd eu hangen, addasu'r dull profi i gael canlyniadau ar gyfer cleifion anodd neu rhai nad ydynt yn cydweithio. Adnabod yr angen i gynnal profion pellach.
- Cynorthwyo fel yr ail brofwr ar gyfer plant dan oed ysgol
- Dadansoddi a dehongli canlyniadau
- Cynghori staff meddygol sy'n rhoi adborth ansoddol i gynnwys cyngor ar briodoldeb profion a'u cyfyngiadau
- Esbonio canlyniadau i gleifion, perthnasau a gofalwyr
- Arwain cynlluniau adsefydlu cleifion (e.e. cwnsela cychwynnol)
- Rhoi'r holl driniaethau yn unol â pholisïau a thriniaethau sydd wedi'u llunio gan Gymdeithas Awdioleg Prydain (corff proffesiynol) neu'r adran

1.3 Gwneud atgyweiriadau cymhorthion clyw arferol ac argraffiadau i blant oed ysgol

RÔL WYDDONOL

1. Cefnogi uwch gydweithwyr mewn gwneud gwaith gwyddonol trwy gyfraniad datblygiad gwasanaeth a gweithgareddau archwilio.

Gan gynnwys:

- Cymryd rhan mewn archwiliadau Adrannol a threialon clinigol
- Awgrymu gwelliannau/ newidiadau i'r gwasanaeth
- Cyflwyno ei waith ei hun mewn sesiynau Archwilio (gyda chymorth uwch gydweithwyr yn ôl yr angen)

CYFFREDINOL

1. Sicrhau gweithrediad diogel a chywir, rheoli a defnyddio cyfleusterau ac offer Awdioleg cymhleth.
2. Calibro offer profi a chynnal offer awdiolegol. Rhoi gwybod ar unwaith i uwch staff o unrhyw faterion diogelwch neu ddiffyg technolegol gydag offer, yn cynnwys cynnal Calibro Cam A ar offer profi.
3. Gwneud swyddogaethau systemau gwybodaeth a gweinyddol i gefnogi ei rôl ei hun a rôl staff clinigol eraill yn y gwasanaeth i gynnwys;
 - Cynnal chwiliadau ar gronfeydd data arbenigol ar gyfer llenyddiaeth wyddonol sy'n cael ei gyhoeddi. Chwilio ar y Rhyngrwyd. Cynhyrchu adroddiadau gwyddonol a rheolaethol gan ddefnyddio meddalwedd arbenigol ac yn cynnwys trin data cymhleth.
 - Cofnodi gweithredoedd a chanlyniadau (e.e. profion gwaed) mewn cofnodion cleifion (dan oruchwyliaeth).
 - Derbynn ymholiadau dros y ffôn gan gleifion, meddygon teulu a staff nyrsio a'u

Cyfeiriad CAJE/ Dyddiad:

cyfeirio at aelodau priodol o staff yn ôl yr angen.

- Prosesu mowldiau clust.
- Trefnu apwyntiadau.

4. Goruchwyllo uniongyrchol o ran hyfforddeion dyranedig ar bob lefel o Wyddor Gofal Iechyd, yn cynnwys:

- Dilyn canllawiau hyfforddiant
- Gwneud penderfyniadau ar allu hyfforddeion a rhoi cyngor iddynt ac adrodd wrth Oruchwyliwr neu Fentor
- Cefnogi ac arwain yr hyfforddai o ran dysgu
- Gwneud sylwadau ac arsylwadau mewn llyfrau log hyfforddiant cenedlaethol

5. Helpu uwch gydweithwyr o ran rheoli a gweinyddu'r adran i gynnwys tasgau ategol, yn cynnwys:

- Datblygu polisiau, gweithdrefnau a phrotocolau
- Cynorthwyo uwch gydweithwyr gyda goruchwyllo cydweithwyr iau neu rhai sydd dan hyfforddiant o ddydd i ddydd.
- Paratoi ystafelloedd adsefydlu a phrofi bob dydd.
- Cynnal gwiriadau rheoliad o stoc.
- Derbyn a chofrestru cymhorthion clyw newydd i'w cofnodi ar y stocrestr.
- Yn gyfrifol am brofi stoc gymhorthion clyw, eu glanhau a'u cofrestru.

Bydd deilydd y swydd yn sicrhau bod yr holl staff o dan reolaeth oruchwyliol uniongyrchol neu ddirprwyedig yn cadw at bolisiau perthnasol y Bwrdd Iechyd, GRhG a lefel (adran) Gwasanaeth. Bydd hyn yn cynnwys defnyddio systemau gwybodaeth cleifion yn gywir.

6. Bydd deilydd y swydd yn cyfrannu at agweddau ar addysgu gweithwyr proffesiynol eraill yn y gwasanaeth iechyd a maes Awdioleg e.e. Nyrsys dan Hyfforddiant, myfyrwyr meddygol

7. Cynnal sgiliau proffesiynol a chysylltiedig (e.e. technoleg gwybodaeth) trwy weithgareddau datblygiad proffesiynol parhaus y tu mewn i'r Bwrdd Iechyd a'r tu allan iddo.

8. Cynnal lefel uchel o drefn a thaclusrwydd yn ei faes gwaith ei hun a'r adran gyfan.

9. Cadw at weithdrefnau hylendid llym bob amser wrth ymdrin ag unrhyw eitem o offer profi, teclyn cymorth clyw neu argraff glywedol sydd wedi dod i gysylltiad â'r claf.

10. Dyletswyddau eraill fel y gofynnir gan yr uwch gydweithwyr/ cydweithwyr sy'n goruchwyllo, sy'n gyson â chrynodeb y swydd

11. Cadw cyflwyniad ac ymddangosiad personol da gyda'r swydd



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

CAJE REF: 2018/0214

JOB DESCRIPTION

JOB DETAILS:

Job Title	Audiology Practitioner (Clinical Scientist or Audiologist)
Pay Band	Band 5
Hours of Work and Nature of Contract	37.5
Division/Directorate	NWMCS
Department	Audiology
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Local Audiology Functional Team Lead
Reports to: Name Line Manager	To be completed on recruitment
Professionally Responsible to:	Clinical Director of Audiology

Job Summary/Job Purpose:

The Practitioner in Audiology will provide assessment and rehabilitation within Clinical Audiology services. This will involve leading individual care planning and delivery as an Independent Practitioner under the indirect supervision of more senior colleagues. Additionally, the Practitioner will contribute to specific areas of scientific activity under the supervision of more senior colleagues. This will include contribution to service development activity, audit and delivery of in-house continuing professional development activity and interagency work. The Practitioner will contribute to the training and supervision of more junior colleagues and trainees as directed by more senior colleagues.

DUTIES/RESPONSIBILITIES:

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CLINICAL ROLE

2. To perform the following procedures under the indirect supervision of more senior colleagues:

1.1 Provide assessment and rehabilitation of adult patients referred directly from primary care or ENT. To include:

- Assessing individual needs of patients presenting with hearing loss and tinnitus
- Assessing and analysing hearing and ear function to enable appropriate diagnosis and management, including onward referral for other medical specialists.
- Producing short and long term rehabilitation plans for patient treatment
- Counselling patient, relatives, and carers on implications of hearing loss/tinnitus and persuading of best plan, motivation, and acknowledgement of loss. This will involve communication of complex information to patients and carers where there may be barriers to understanding.
- Routine use of advanced and complex software based hearing aid selection and programming facilities to assist in complex decision making over hearing aid settings and functions.
- Verification of hearing aid fittings using computerised Real Ear Measurement which involves precise and critical placement of fine probe microphone in ear canal with tip within 5mm of the ear drum (to avoid patient pain and ensure reliability of measurements), selection of suitable hearing aid fitting prescription, and matching measured output of aid to prescription target using own judgement and so evaluating objective measurements against subjective feedback from patient (on performance of the hearing aid).
- Identify and record in Audiology Patient Management System (APMS) key test results from all measurements
- Detailed modification of patient ear moulds for acoustic and comfort reasons using specialist tools (grinder, fine drill and polisher)
- Taking impressions of ears for custom ear moulds which involves critical placement of correctly sized otostop (foam sponge with withdrawal string) in the ear canal, dependant on type of hearing loss
- Selection of appropriate ear mould to include material type and acoustic features, dependant on hearing loss and patient needs
- Routine use of patient reported (PROMS) outcome measures to develop, change and monitor long term rehabilitation plan and progress within the plan in light of information gained
- Otoscopy (examination of ears with otoscope) to recognise and identify pathologies of the ear canal, ear drum and middle ear which may be contraindications to a course of action, test or treatment
- Performing ear wax removal using techniques and procedures as outlined in Departmental and Health Board procedures and policies.
- Identify the need for and make further appointments for patients as required
- Identify the need for appropriate onward referral to other professionals (e.g. ENT, Hearing Therapy) and other agencies (Social Services, RNID, Voluntary Sector, Self Help Groups)
- All procedures carried out in accordance to policies and procedures written by British Society of Audiology (professional body) or department
- Management of patients from direct open access repair clinics. Including postal repairs and involving checking, testing, fault finding and guarantee checking of faulty hearing aids.
- Accurate and timely recording of all actions in the APMS

1.3 Provide direct diagnostic support of ENT adult and paediatric (school age) out-patient clinics to include

- Performing diagnostic tests of hearing function, with explanations using clinical judgement on further tests required, modification to test method to gain results for difficult or uncooperative patients. Identify the need to carry out further tests.
- Assisting as second tester for pre-school children

- Analysis and interpretation of results
- Advising medical staff providing qualitative feedback to include advice on appropriateness of tests and their limitations
- Explanation of results to patients, relatives and carers
- Initiate patient rehabilitation plan (eg, initial counselling)
- All procedures carried out in accordance to policies and procedures written by BSA (professional body) or department

1.3 Provide routine hearing aid repairs and impressions for school age children

SCIENTIFIC ROLE

2. Supporting more senior colleagues in conduct of scientific work through contribution to service development and audit activities.

To include:

- Participate in departmental audit and clinical trials
- Suggest improvements/changes to service
- Presenting of own work at Audit sessions (with support from senior colleagues as required)

GENERAL

12. Ensuring safe and correct operation, management and use of complex Audiological equipment and facilities
13. Calibration of test equipment and maintenance of audiological equipment. Reporting immediately to senior staff any safety issues or technological shortfalls with equipment, to include performing Stage A calibration of test equipment.
14. Performing administrative and information system functions in support of own role and that of other clinical staff within the service to include:
 - Conducting searches of specialist databases for published scientific literature. Searches of Internet. Production of scientific and management style reports using specialist software and involving the manipulation of complex data.
 - Recording actions and outcomes (e.g. test results) within patients' records (under supervision).
 - Taking telephone enquiries from patients, GPs and nursing staff and direct to appropriate staff as necessary.
 - Processing of ear moulds.
 - Arranging appointments.
15. Direct supervision of allocated trainees at all levels of Health Care Science, to include:
 - Follow training outlines
 - Make judgements on competency of trainee and advising trainee and reporting to Supervisor or Mentor
 - Supporting and guiding trainee in learning
 - Make comments and observations in national training log books

16.	Assisting more senior colleagues in the operational management and administration of the department to include tasks in support , to include: • Development of policies, procedures and protocols • Assisting senior colleagues with the day-to-day supervision of more junior and trainee colleagues. • Daily preparation of rehab and test rooms. • Carrying out regular stock takes. • Receiving and registering new hearing aids for stock entry. • Responsible for testing, cleaning and registering for stock hearing aids. The post holder will ensure that all staff under direct or delegated supervisory control are adhering to relevant Health Board, CPG and Service (department) level policies. This will include correct use of patient information systems.
17.	The post holder will participate in and deliver aspects of the education of other professionals in the health service and Audiology field e.g.Trainee Nurses, Medical Students
18.	Maintain professional and associated skills (e.g. information technology) through continuing professional development activities within and outside of the Health Board.
19.	Maintain a high level of order and tidiness in own work area and the department as a whole.
20.	At all times maintain strict hygiene procedures when dealing with any item of test equipment, hearing aid appliance, or aural impression that has been in contact with patient.
21.	Other duties as requested by the supervising/senior colleagues, which are consistent with the role summary.
22.	Personal appearance and presentation in keeping with the post

