



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Cwm Taf Morgannwg  
University Health Board

## Job Description

### SECTION 1

#### **JOB DETAILS**

<b>Job Title:</b>	Audiologist (band 5)
<b>Contract Type</b>	Permanent
<b>Contract Hours</b>	37.5 hours per week
<b>Division/Directorate:</b>	Acute/Head and Neck
<b>Department/Ward:</b>	Audiology Royal Glamorgan Hospital
<b>Responsible to:</b>	Head of Audiology
<b>Accountable to:</b>	Directorate Manager Head and Neck
<b>Base:</b>	RGH
<b>Band:</b>	5

#### **Main Purpose of the Job:**

The post holder would be expected to undertake a wide range audiological investigations on adults and children. Additionally, to plan and deliver audiological and rehabilitative treatments on patients who have hearing impairments and that may have complex additional needs i.e. patients who have mental health problems, disabilities and tinnitus. Assistance with paediatric audiological service provision on an adhoc basis.

#### **Principle Duties:**

- Hearing aid fitting and verification and perform real ear measurements on patients with a high degree of accuracy and dexterity.
- Perform ear examinations
- Completing outcome measures such as the COSI or GHABP or other quality of life questionnaires
- Working with the Chief Audiologist to ensure that clinical and professional standards are maintained at all times.
- To be fully conversant with the audiology electronic patient management system – Auditbase
- To record and update current skills and maintain CPD
- To maintain a professional attitude at all times.
- To maintain community profession of audiological services that may include domiciliary visits.
- To participate in a safe working environment.
- Any other duties that are deemed appropriate for this grade to ensure efficient running of the department.

### Organisation Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and two levels above and below. Complete, add or delete as appropriate the text boxes below showing the organisational relationships.

Head of Audiology

Chief Audiologist

Basic Audiologist

## **SECTION 2**

### **1. Communications and Relationships skills**

- Communicates with patients and significant others on a daily basis with complex information that may be sensitive and where there may be barriers to communication to maximise success of rehabilitation
- To communicate daily with colleagues in a positive way that ensures effective functioning of the department, this will be with more senior colleagues and colleagues that report to you.
- To communicate with colleagues, GP's, Hospital Consultants and other staff in the form of written reports and letters
- To communicate effectively with patients in a way to avoid any potential complaints and incidents
- To demonstrate skills in motivating patients and significant others to engage in the rehabilitation process
- To form productive relationships with others who may be under stress and/or have challenging communication difficulties
- To plan and deliver audiological and rehabilitation treatments on patients who have hearing impairments and that may have complex additional needs which would affect the outcome i.e. Patients who have tinnitus or mental health problems
- Communicating to deaf patients on a daily basis and transmission of information that may need a high degree of skill to ensure patient understanding and reassurance

### **2. Knowledge, Training and Experience**

- Well established knowledge of fitting hearing aids
- Skills in fitting and output verification of hearing aids
- Excellent knowledge of ear moulds and adaptation techniques for complex hearing loss
- BSc (Hons) Audiology from an accredited University OR Equivalent qualifications.
- Be registered with an appropriate registration body.
- Knowledge and skills of assessment tools relevant to audiological diagnosis

### **3. Analytical and Judgmental Skills**

- Using specialist knowledge to inform sound clinical judgements/decision making for case management

- The post holder would be expected to perform a wide range of hearing investigations on adults and school age children. To include diagnostic audiometry, tympanometry, speech audiometry, and acoustic reflex threshold testing and assist with visual response audiometry. (this list is not exhaustive)

#### **4. Planning and Organisational Skills**

- To participate in departmental meetings and external meetings to maintain a clinical network of colleagues from outside the Health Board, that may assist in future benchmarking activities and future service provision.
- To organise own work and work of others
- To participate in the day to day operation of the department

#### **5. Physical Skills**

- Insert probe tubes into patients ears
- To perform semi invasive investigations / procedures, such as taking an aural impressions and performing tympanometry for example in paediatric and adult patients
- To carry out aural impressions and other invasive / semi invasive investigations

#### **6. Patient/Client Care Responsibilities**

- Patient management responsibilities in the form of diagnostic and rehabilitative support for patients with hearing disorders, interpretation of diagnostic tests where appropriate
- Devising management plans for patients
- Utilising questionnaires to assess impact of hearing / balance problems e.g. dizziness handicap inventory and GHAB and other quality of life questionnaires
- To provide audiological support to paediatric audiology. Assisting with hearing investigation, hearing aid fitting and programming. Assistance with more complex and non-routine tests such as auditory brainstem responses and evoked otoacoustic emissions in the paediatric patient

#### **7. Policy and Service Development/Implementation**

- To Assist / participate in Audit
- To assist / Participate in audiological standards implementation
- To participate in peer review when appropriate
- To participate in the PDR process
- To assist in writing policies where appropriate
- To implement relevant policies and propose changes when applicable to

own areas of work
<b>8. Financial and Physical Resources:</b>
<ul style="list-style-type: none"> <li>To assist in stock management and ordering of stock when required</li> </ul>
<b>9. Human Resources:</b>
<ul style="list-style-type: none"> <li>To have supervisory responsibility of band 4, band 3, band 2 and students</li> <li>Supervision and training of other staff, including technical assistants, Audiology undergraduate students and medical students can be expected at this level</li> <li>To supervise and assess undergraduate students who are studying for B.Sc in audiology and to complete where appropriate the National Audiology Logbook. It is anticipated that staff should have or be working towards a mentorship qualification, which would facilitate this assessment and supervision</li> </ul>
<b>10. Information Resources:</b>
<ul style="list-style-type: none"> <li>Maintains accurate records and of all activities on Audiology database</li> </ul>
<b>11. Research and Development:</b>
<ul style="list-style-type: none"> <li>Participates in departmental research activities when required</li> <li>Participation in local/ departmental audit and assistance in data collection for research if opportunity arises</li> </ul>
<b>12. Freedom to Act:</b>
<ul style="list-style-type: none"> <li>Work is carried out independently within the operating policies of the Organisation.</li> <li>Actions are limited to those which you feel that you are competent to perform and within the scope of practice of audiologist staff</li> <li>This scope of practice may develop / change with professional guidance from the British Academy of Audiology, Health professions Council, department of health and Welsh Government</li> </ul>
<p style="text-align: center;"><b>Effort &amp; Environment Factors:</b></p> <p>The information requested below is for supplementary purposes, to support an accurate job matching outcome, by clearly identifying the post holder's exposure to certain conditions whilst undertaking the job role.</p>
<b>13. Physical Effort</b>
<ul style="list-style-type: none"> <li>The post will involve daily almost constant use of a computer.</li> <li>Occasional lifting of boxes to place in stock room &amp; unpacking deliveries.</li> <li>The post holder is required to examine patients' ears, take impressions</li> </ul>

of ears school age and adult patients and place real ear measurement tubes into patients' ear canals. This activity is semi – invasive and would be in a restrictive position for frequent short periods of time

- To carry boxes (stock) on a weekly basis

#### **14. Mental Effort**

- The post holder will be required to see patients within the designated appointment timeframe

#### **15. Emotional effort**

- The Post holder will come into contact on a daily basis patients who may be upset and highly anxious given the nature of their condition
- The post holder will be exposed to frequently upsetting emotional situations, (for example, patients who have been diagnosed with hearing loss, tinnitus and parents of children who have been diagnosed with hearing loss)
- The post holder will regularly on a daily basis be exposed to patients who have mental health problems and or depression

#### **16. Working Conditions**

- The post holder will be required to work in sound proofed rooms and sound proofed booths.
- The post holder will come in to contact on a daily basis with ear infection, ear discharge, blood and wax
- The post holder may come into contact with patients who can be verbally aggressive

## **SECTION 3**

### **KSF Post Outline**

Dimension Type	Dimension Number	Dimension Name	Foundation Gateway (Subset Outline)		Second Gateway (Full Outline)	
			Level	Indicator(s)	Level	Indicator(s)
Core	C1	Communication	3	a-f	3	a-f
Core	C2	Personal and People Development	3	a-g	3	a-g
Core	C3	Health, Safety and Security	3	a-e	3	a-e
Core	C4	Service Improvement	3	a-g	3	a-g
Core	C5	Quality	2	a-f	2	a-f
Core	C6	Equality and Diversity	2	a-d	2	a-d
Specific	HWB6	Assessment and treatment planning	2	a-g	2	a-g
Specific	HWB7	Interventions and treatments	3	a-i	3	a-i

NB This Outline is **not** a substitute for a complete KSF post outline, which must be approved via the e-ksf tool. No post can be advertised without an approved KSF Outline and matched Job Description.



## **SECTION 4**

### **Normal Hours**

Normal working hours will be 9.00 – 5.00 Monday – Friday.

### **Performance Appraisal**

You will be expected to participate in the Performance Development Programme, a part of which is Performance Appraisal.

### **Registered Health Professional**

All employees of Cwm Taf University Health Board who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

### **Lease Car**

This post does not qualify for provision of a lease car.

### **Job Limitation**

At no time should you work at a level outside your level of competence. If you have concern regarding this please discuss immediately with your Line Manager/Supervisor. All staff therefore have a responsibility to inform those supervising their duties if they do not feel competent to perform a duty/task.

You must be aware of your Terms and Conditions of Service (read your Statement of Main Terms and Conditions)

If relevant to your role access advice and support from appropriately qualified persons in respect of on-site, on-call and call in arrangements.

Staff have a responsibility to access Occupational Health and other support for advice in times of need.

### **Risk Management/Health & Safety**

The Cwm Taf University Health Board is committed to protect its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the relevant Risk/Occupational Health & Safety Policies,

actively participate in this process and have responsibility for managing risks and reporting exceptions.

### **Records Management**

As an employee of Cwm Taf University Health Board, you are legally responsible for all records that you gather, create or use as part of your work within the Organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users. You should consult your manager if you have any doubt as to the correct management of records with which you work.

### **Confidentiality of Information**

Any matters of a confidential nature must not be divulged or passed on to an unauthorised person(s) or third party under any circumstances either during or after employment except in the proper course of your employment or as required by law, by Cwm Taf University Health Board or both. Any such breach of confidentiality may be regarded as gross misconduct and may lead to disciplinary action.

### **Training & Development**

All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.

### **Review**

The duties of this post are not inflexible and will be reviewed periodically and may be changed to be consistent with the grading of the post as the organisation develops following consultation with the post holder.

### **Equality**

The Cwm Taf University Health Board will take all practicable steps to ensure that staff are recruited, managed, developed, promoted and rewarded on merit and that equal opportunities are given to

all staff. Each employee is responsible for his or her own professional and personal behaviour and there is a requirement of all staff to conduct themselves in a manner, which does not cause offence to another person. The Cwm Taf University Health Board is also committed to providing a safe, healthy and fair working environment and will take all practicable steps to avoid and eliminate harassment of any kind of its employees at work.

Signed: (Post Holder)

Date:

Signed: (Directorate Manager)

Date:

Signed: (Divisional Manager)

Date

Date Job Description compiled:

Date for review:

## Person Specification

<b>Job Title: Audiologist</b>		<b>Band: 5</b>	
<b>Department:</b>		<b>Responsible to:</b>	
<b>Area</b>	<b>Essential at recruitment</b>	<b>Desirable</b>	<b>Assessed by</b>
<b>1. Education/Qualifications / Training</b>	B.Sc (Audiology) or equivalent  Registration or eligible for registration with RCCP or AHCS		Application Form Interview  Production of evidence (certificates etc)
<b>2. Experience</b>	Graduate audiologist experience		Application Form Interview References
<b>3. Skills</b>	Ability to communicate with hearing impaired people of all ages & their families.  Skills in assessment	Deaf Awareness.	Application Form Interview References

	<p>and rehabilitation of patients with deafness</p> <p>Diagnostic skills</p> <p>Ability to work alone</p> <p>Computer literate</p>		
<b>4. Knowledge</b>	Knowledge of assessment, diagnosis and rehabilitation	Knowledge of paediatric and adult standards	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>5. Personal Attributes</b>	<p>Flexible approach to work</p> <p>Ability to prioritise own tasks &amp; workload</p>	<p>Ability to adapt to changing circumstances</p> <p>Ability to communicate in Welsh</p>	<p>Interview</p> <p>References</p>
<b>6. Circumstances e.g. Mobility/Availability-special attendance requirements</b>	Ability to travel between sites		<p>Application Form</p> <p>Interview</p>
<b>7. Physical Requirements and attributes</b>	<p>Able to use computer &amp; telephone</p> <p>Clear speech to enable communication with hearing impaired</p>		<p>Application Form</p> <p>Interview</p> <p>Occupational Health Questionnaire</p>

	people		
<b>8. Any other special requirements not covered by 1-7 above</b>	Successful DBS Check		Interview References

**Essential:** Attributes under this heading are essential for adequate job performance upon appointment: - the job cannot be performed unless these factors are present.

**Desirable:** - Attributes under this heading are not explicitly needed for the post, but which may be used for short listing for interview

Signed: (Post Holder)

Date:

Signed: (Directorate Manager)

Date:

Signed: (Divisional Manager)

Date

Date Person Spec. compiled:

Date for review: