

## Job Description and Person Specification: Audiologist for Kent Community ENT and Kent Hearing

Job Title: Audiologist

Grade: Trainee or above

Salary: Qualification/skill dependant

Line manager: Dr Priya Carling (Audiology) & Dr Sudeb Mandal (ENT)

### **Purpose of the job:**

The post holder will be required to provide support to the Kent Community ENT NHS (KCE) team by providing clinical care in a range of audiology specialist areas and maintaining accurate clinical records of work carried out. Further audiology clinical support must be provided to Kent Hearing Ltd (KH), a private audiology practice ensuring gold standard service for audiology assessment and aural rehabilitation for both adults and paediatric patients, alongside Dr Carling. All care must be provided in an effective, caring and compassionate manner and abiding by the ethos of both organisations.

### **Kent Community ENT:**

Kent community ENT was first developed ten years ago providing General ENT clinics with microsuction. Patients, particularly the elderly, reported how much easier it was not to always have to travel to hospitals for procedures that could be done in the community and be turned away from Audiology clinics when they were found to have some degree of wax impaction that led to a one stop shop approach. The team of clinicians are supported by microsuctionists so that Audiologists then don't have to disappoint the patients by postponing their hearing aid assessments and or fittings. General ENT, microsuction & Audiology patients are seen by one or more of the appropriate people all of whom are supported by an excellent team of admin staff. We now run clinics at seven different sites throughout West Kent.

### **Kent Hearing**

This is a private clinical Audiology practice based in West Malling run by Dr Priya Carling. In addition to diagnostic audiology for adults and children, Priya performs micro suction, provides aural rehabilitation to adults with hearing loss and tinnitus, and is a consultant to other hearing and audiology companies, providing research, training and service enhancement support. See [www.kenthearing.com](http://www.kenthearing.com) for more information.

**Main Duties:****Clinical:**

- Undertaking audiology testing using BSA guidelines and recommended procedures, documenting findings, completing clinical reports and communicating with patients / their families regarding findings and management
- Interpretation of results by collating all available information to decide on management to include whether further audiological assessment is needed, ENT or other onward referral is required, or to decide on treatment such as hearing aid fitting or therapy requirements.
- Creating individual rehabilitation plans for each patient whilst maintaining a flexible approach and responsive attitude to patient need, to include complex cases in specialist areas.
- Establishing a good rapport and work with patients of all ages, including gaining their co-operation in clinics and for self-management at home.
- Fitting, verification and validation of hearing aids on adults
- Conducting aural care and micro suction clinics along-side ENT clinics
- Impression-taking for ear moulds, and custom swim/noise/musicians plugs on children and adults
- Providing detailed information and advice to patients and their families, and other professionals or significant others
- Run daily, weekly and routine calibration and assurance checks on equipment, and actioning as appropriate
- Training of staff in basic hearing aid care and maintenance
- Providing detailed information and advice to patients and their families, and other professionals

**Administrative:**

- To assist the team in service provision as required
- To complete all patient clinical records accurately and timely within the procedural guidelines of KCE and KH using the patient management software provided
- To record all equipment calibration and assurance checks
- To ensure stock of audiology consumables are maintained and ordered as required
- Planning and organising own workload
- Supporting the team to occasionally adjust clinical schedules to accommodate urgent patients
- To support and lead in service development projects
- To support team in delivering training to junior staff and nurse if required

**Other:**

- Presenting audiological findings and making recommendations to other professionals as part of team meetings
- Maintain a good level of expertise in routine and non-routine testing and rehabilitation methods, to include technical expertise in a range of techniques and procedures. The latter may involve new or emerging technologies and knowledge

- Ensure that clinical and professional registrations and requirements, eg CPD are maintained and upheld
- To ensure that you follow the practices' infection prevention and control policies and procedures to protect patients, staff and visitors from healthcare-associated infections. You will ensure that you perform the correct hand hygiene procedures, when carrying out clinical duties

### **Confidentiality:**

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

### **Health & safety:**

The post-holder will implement and lead on the full range of promotion and management their own and others' health, safety and security as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- Ensuring job holders across the practice adhere to their individual responsibilities for infection control and health and safety, using a system of observation, audit and check, hazard identification, questioning, reporting and risk management.
- Maintain and up to date knowledge of health and safety and infection control statutory and best practice guidelines and ensure implementation across the business
- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across the business
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards, and initiation of remedial / corrective action where needed
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised

- Keeping own work areas and general / patient areas generally clean, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
- Undertaking periodic infection control training (minimum annually)
- Routine management of own team / team areas, and maintenance of work space standards

### **Equality and diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

### **Personal/Professional development:**

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

### **Quality:**

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patient's needs
- Effectively manage own time, workload and resources

### **Communication:**

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people’s needs for alternative methods of communication and respond accordingly

**Contribution to the implementation of services:**

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

The job description is not a finite list and other areas of responsibility will be progressively agreed with the practice manager throughout the employment.

**Person Specification**

Requirements	Essential	Desirable
Education, training & qualifications	Undertaking final year of MSc or BSc In Audiological Science or Audiology	A BAA recognised clinical qualification in audiology Certificate of Audiological competence (or equivalent) Registration with RCCP, HCPC, AHCS
Experience	A sound knowledge of basic and audiological and vestibular test and rehabilitation techniques.  Post in an audiology department or clinical placement and observation as part of current training programme in Audiology	Currently holding a post as an Audiologist in an NHS or private clinical practice
Skills and Abilities	Good presentation, teaching and communication skills	Deaf Awareness. A commitment to a collegial

	<p>Excellent interpersonal skills</p> <p>Good oral, written and verbal communication skills</p> <p>Able to work both as part of a multidisciplinary team</p> <p>Ability to work effectively without direct supervision</p> <p>Ability to motivate and lead</p> <p>Manage and prioritise workload – good organisational skills</p> <p>Able to work methodically, taking a logical approach to problem solving</p> <p>Able to follow and devise written instructions clearly</p> <p>IT literate</p>	<p>environment</p> <p>Experience of mentoring less experienced colleagues</p> <p>The ability to make a significant strategic contribution to the development of the KCE and KH clinical and teaching activities</p>
Knowledge	<p>Sound working knowledge of quality assurance procedures. (QAA)</p> <p>Knowledge of the latest practice in Audiology</p> <p>Awareness of developing clinical processes in Audiology and related specialities</p>	<p>Familiar with current employment/ health and safety legislation</p> <p>Knowledge of current and changing NHS management policies and directives</p>
Other	<p>Versatility and willingness to work collaboratively with colleagues</p> <p>Smart appearance</p> <p>Physically fit</p> <p>Reliable, decisive, polite, co-operative, considerate and sensitive</p> <p>Desire to further knowledge in Audiology, and undertake further training as appropriate</p> <p>Ability to formulate comprehensive and appropriate management plans based on good case history information, and to seek further assistance when required.</p>	<p>Strong networks and relationships with policymakers and practitioners in relevant areas</p>